



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board



Freedom of Information Request: Our Reference CTMUHB_423_24

You asked:

I am writing to request information under the Freedom of Information Act 2000, specifically responses to following questions and requests:

Our response:

The data is taken from the Electronic Staff Record System (ESR) at 25-Aug-24 for Headcount and for Turnover, the period is 01-Aug-23 to 31-Jul-24. JD System for the Job Descriptions. Vacancy data is for July-24.

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 Health Board?

Review Body Band 2

Role	Headcount
Health Care Support Worker	1,327

There are no staff with the Job Roles: Healthcare Assistant, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

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 Health Board?

Review Body Band 3

Role	Headcount
Health Care Support Worker	491

There are no staff with the Job Roles: Healthcare Assistant, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

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?

Organisation Name	Review Body Band 2
110 Angelton Clinic Ward 1	8
110 Angelton Clinic Ward 2	10
110 Bank Office	2

110 Bridgend Health Visiting	2
110 Cefn Yr Afon Quarella Road	3
110 Coity Clinic Ward 14	6
110 Continuing Healthcare	2
110 District Nursing - Nights	1
110 DS Rheumatology - Medicine	1
110 Ferndale & Maerdy Managed Practice	2
110 GDAU - Royal Glamorgan	4
110 Keir Hardie Day Unit 2	1
110 Maesteg Day Unit	1
110 Maesteg Hospital Ward 21	16
110 Merthyr Community Gynaecology	5
110 Merthyr Nights District Nursing - Cynon	9
110 Merthyr School Nursing - Merthyr	3
110 Obs & Gynae Income Generation	1
110 PCH - Acute Medical Unit	17
110 PCH Acute Midwifery & Nursing	32
110 PCH Antenatal Clinic	5
110 PCH C.C.U	1
110 PCH Critical Care	1
110 PCH Day Surgery	6
110 PCH ED Nursing	16
110 PCH Fracture Clinic	2
110 PCH Outpatients	16
110 PCH Pain Service	1
110 PCH Recovery	2
110 PCH Specialist Nursing - Ophthalmology	4
110 PCH Theatres	26
110 PCH Ward 10 Stroke	17
110 PCH Ward 11 Endocrinology	16
110 PCH Ward 12 Respiratory	16
110 PCH Ward 2 Cardiology	15
110 PCH Ward 3	15
110 PCH Ward 31	11
110 PCH Ward 5	22
110 PCH Ward 6	25
110 PCH Ward 7	20
110 PCH Ward 8	19
110 PCH Ward 9 Gastroenterology	13
110 PICU Coity Clinic	3
110 POW Acute Medical Unit Nursing	24
110 POW Bridgend Clinic Surgical Ward	12
110 POW Cardiac Catheter Laboratory	1
110 POW Critical Care	6
110 POW Discharge Lounge	2
110 POW ED Nursing	8
110 POW Fracture Clinic	3
110 POW Maternity	15
110 POW Ophthalmology Clinic	1
110 POW Outpatients	5

110 POW Paediatric Outpatients	1
110 POW Paediatric Ward	10
110 POW Radiology	3
110 POW Specialist Nursing - ENT	2
110 POW Specialist Nursing - Urology	4
110 POW Theatres	50
110 POW Ward 10	17
110 POW Ward 11	12
110 POW Ward 15	22
110 POW Ward 16	3
110 POW Ward 18	18
110 POW Ward 19	23
110 POW Ward 20	14
110 POW Ward 4	16
110 POW Ward 5	13
110 POW Ward 6	13
110 POW Ward 7	16
110 POW Ward 8	16
110 POW Ward 9	15
110 POW Womens Health Clinic	5
110 POW Y Bwthyn Newydd	6
110 Primary Care Support Unit	1
110 RGH Admissions Ward	2
110 RGH AMU Ward 1 & 4 - Acute Admission	40
110 RGH Childrens Outpatients	1
110 RGH Critical Care	3
110 RGH Dental Surgery	3
110 RGH ED Nursing	8
110 RGH Endoscopy Clinic - Medicine	1
110 RGH Medical Day Unit - Medicine	1
110 RGH Medical SDEC	2
110 RGH Outpatients	26
110 RGH PACU	2
110 RGH PICU	3
110 RGH Recovery	1
110 RGH Seren Ward	13
110 RGH St David's Unit	7
110 RGH Theatres	31
110 RGH Tirion Birth Centre - AMU	3
110 RGH Ward 10 & 11	15
110 RGH Ward 12	24
110 RGH Ward 14 - Medical Ward	23
110 RGH Ward 15	12
110 RGH Ward 17/18 - Children & Young People	6
110 RGH Ward 19 - Respiratory	23
110 RGH Ward 2	13
110 RGH Ward 20 - Orthopaedic Rehab	15
110 RGH Ward 21	4
110 RGH Ward 22	4
110 RGH Ward 3	18

110 RGH Ward 5 Gastroenterology	25
110 RGH Ward 8	21
110 RGH Ward 9	14
110 RGH Y Bwthyn Palliative Care Unit	6
110 Tonteg Older Persons Day Unit	2
110 Womens Int Sexual Health	10
110 YCC Outpatients	10
110 YCC Ward 1	16
110 YCC Ward 2	17
110 YCC Ward 3	14
110 YCC Ward 4	17
110 YCC Ward 6	6
110 YCC Ward 7	11
110 YCR Antenatal Clinic	6
110 YCR Outpatients	12
110 YCR Ward A1	18
110 YCR Ward B2	25
110 YCR Ward C3	18
110 YCR Ward D4	18
110 YGT Lewis Merthyr Day Unit	2
Grand Total	1,327

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?

Organisation Name	Review Body Band 3
110 Angelton Clinic Ward 1	8
110 Angelton Clinic Ward 2	13
110 ARC Day Opportunities	1
110 Aural Care Service	2
110 Bridgend Care Home In Reach/Liaison Team	2
110 Bridgend Community Midwives	2
110 Bridgend Community Resource Team	2
110 Bridgend Crisis Team	3
110 Bridgend MH Medical Staff	1
110 Bridgend North CMHT	2
110 Bridgend South CMHT	1
110 CAMHS Cwm Taf - CITT	2
110 CAMHS Cwm Taf - Nursing	5
110 CAMHS Cwm Taf - Therapies	1
110 CAMHS Tier 4 - Nursing	31
110 CDAT - Teams	2
110 CDAT - Teams M&C	2
110 Cefn Yr Afon Quarella Road	6
110 Clinical Governance	1
110 Coity Clinic Ward 14	4
110 Community Wound	5

110 Continuing Healthcare	21
110 Continuing Healthcare - Other	4
110 COPD Cluster Hub	1
110 COVID - Vaccination Program	2
110 Criminal Justice Team	1
110 Cynon Older Peoples Mental Health Team	1
110 Cynon Valley - CMHT	2
110 Dementia Intervention Team	8
110 District Nursing East Network	8
110 District Nursing North Network	7
110 District Nursing West Network	2
110 Emergency Nurse Practitioners	1
110 Flying Start Midwifery in Merthyr CBC	1
110 GDAU - Royal Glamorgan	5
110 GP Assessment ENP	5
110 Homelessness Outreach Team	3
110 I2S- At Home Services	4
110 IACCN (Integrated Approach in Community Cluster Networks)	1
110 Infection Prevention & Control	2
110 IPCC Fund - Inverse Care	4
110 Keir Hardie Assertive Outreach Team	4
110 Low Birth Weight	1
110 Lymphoedema Clinics	2
110 M&C Assertive Outreach Team	4
110 M&C Continence Service and RTE	1
110 M&C Memory Services	2
110 M&C Palliative Care CNS Team	2
110 MAS Rhondda	1
110 MAS Taff	1
110 Merthyr - CMHT	3
110 Merthyr Community Childrens Nurse	1
110 Merthyr Community Gynaecology	1
110 Merthyr Community Nursing District Nursing	7
110 Merthyr Older Peoples Mental Health Team	1
110 MH Community Drug & Alcohol	1
110 Older Persons Teams & Support & Stay	11
110 PCH - Acute Medical Unit	7
110 PCH & RGH Community Midwifery	6
110 PCH & RGH Specialist Nursing - Urology	1
110 PCH Acute Midwifery & Nursing	6
110 PCH Crisis Resolution & Home Treatment	3
110 PCH ED Nursing	13
110 PCH Fracture Clinic	1
110 PCH Hospital at Night	1
110 PCH Minor Ops Endoscopy	5
110 PCH Neonatal	4
110 PCH Out of Hours ANP	2
110 PCH Paediatric Outpatients	2
110 PCH Pre-Assessment	4
110 PCH Specialist Nursing - T&O	2

110 PCH Ward 10 Stroke	4
110 PCH Ward 31	1
110 PICU Coity Clinic	9
110 Pinewood House	16
110 POW Acute Medical Unit Nursing	5
110 POW AESU	1
110 POW Diabetic Clinic	1
110 POW ED Nursing	8
110 POW Endoscopy Suite	2
110 POW Fracture Clinic	1
110 POW Ophthalmology Clinic	1
110 POW Orthoptists	5
110 POW Paediatric Outpatients	1
110 POW Pre-Assessment	4
110 POW Rheumatology	4
110 POW Theatres	1
110 POW Ward 17	2
110 Pre Diabetes ICL	2
110 Primary Care Support Unit	2
110 Prison Service	7
110 RCT Bump Start & MAMSS	1
110 RCT Community Mental Health Team - Rhondda	1
110 RCT Community Mental Health Team - Taff Ely	1
110 RCT Older Peoples Mental Health Team - Rhondda	1
110 RCT Older Peoples Mental Health Team - Taff Ely	1
110 RGH Admissions Ward	5
110 RGH Cardiac Catheter Lab - Medicine	1
110 RGH Clinical Haematology	2
110 RGH Crisis Resolution & Home Treatment	2
110 RGH Diabetic Liaison - Medicine	5
110 RGH ED Nursing	14
110 RGH Endoscopy Clinic - Medicine	3
110 RGH Hospital at Night	9
110 RGH PICU	5
110 RGH Pre-Assessment	2
110 RGH Radiology	2
110 RGH Seren Ward	6
110 RGH St David's Unit	2
110 RGH Theatres	1
110 RGH Tirion Birth Centre - AMU	3
110 RGH Ward 17/18 - Children & Young People	4
110 RGH Ward 21	6
110 RGH Ward 22	8
110 RGH Y Bwthyn Palliative Care Unit	1
110 RTE District Nursing - Ashgrove	1
110 RTE District Nursing - Cwm Gwyrdd	1
110 RTE District Nursing - Eglwys Bach	1
110 RTE District Nursing - Ferndale	2
110 RTE District Nursing - Forest View	2
110 RTE District Nursing - New Park	1

110 RTE District Nursing - Old School	1
110 RTE District Nursing - Parc Canol	1
110 RTE District Nursing - Pontnewydd	2
110 RTE District Nursing - Taff Vale	2
110 RTE District Nursing - Tonypandy	2
110 RTE Palliative Care CNS Team	1
110 Special Schools	1
110 SRU Ward	10
110 Tonteg Older Persons Day Unit	1
110 Transformational Funding - Community Health and Wellbeing Team	1
110 WHSSC Bespoke CAMHS Contract	1
110 Wound Clinics	6
110 YCC Ward 1	1
110 YCC Ward 2	3
110 YCC Ward 4	2
110 YCR MIU	1
110 YCR Ward D4	3
110 YGT Lewis Merthyr Day Unit	2
Grand Total	491

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?

The Voluntary Resignation Rate is 6.21%.

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?

The Voluntary Resignation Rate is 7.41%.

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?

The total labour turnover rate is 11.33%.

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?

The total labour turnover rate is 11.29%.

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 represents.

9.65 FTE vacant band 2 posts which is 0.84% of the budgeted band 2 roles. (These figures include Nursing HCA/HCSW roles and dental support roles – they do not include AHP/therapist support roles.)

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.

35.37 FTE vacant band 3 posts which is 7.59% of the budgeted band 3 roles. (These figures include Nursing HCA/HCSW roles and dental support roles – they do not include AHP/therapist support roles.)

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

Job Title	Date of Update
Healthcare Assistant	9 th July 2019
Healthcare Support Worker	22 nd March 2023
Clinical Support Worker	5 th April 2013
Nursing Assistant	6 th August 2013
Maternity Support Worker	N/A

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

Job Title	Date of Update
Healthcare Assistant	8 th September 2021
Healthcare Support Worker	11 th Sept 2023
Clinical Support Worker	20 th Sept 2021
Nursing Assistant	28 th January 2014
Maternity Support Worker	19 th April 2023

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).

Job Title	Up to date JD (CAJE)	Preceding JD (CAJE)
Healthcare Assistant	2021/0375	2021/0152
Healthcare Support Worker	2020/0153	2016/0138
Clinical Support Worker	JF5424 Updated	No previous record identified on CAJE
Nursing Assistant	2014/0013	RVE/210112320 Updated
Maternity Support Worker	N/A	N/A

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.

Job Title	Up to date JD (CAJE)	Preceding JD (CAJE)
Healthcare Assistant	2023/0302	2016/0087
Healthcare Support Worker	2023/0140	2021/0222
Clinical Support Worker	JF5646 Updated	Cwm Taf 578
Nursing Assistant	2016/0139	Cwm Taf 60 Updated
Maternity Support Worker	2016/0172	Cwm Taf 318 Updated

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?

Job Title	CAJE Reference (JMR)	Date of Panel
Healthcare Assistant	2021/0375	1 st September 2021
Healthcare Support Worker	2020/0153	25 th June 2020
Clinical Support Worker	JF5424 Updated	5 th April 2013
Nursing Assistant	2014/0013	3 rd February 2014
Maternity Support Worker	N/A	N/A

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?

Job Title	CAJE Reference (JMR)	Date of Panel
Healthcare Assistant	2023/0302	17 th Oct 2023
Healthcare Support Worker	2023/0140	8 th June 2023
Clinical Support Worker	JF5646 Updated	15 th February 2013
Nursing Assistant	2016/0139	1 st Sept 2016
Maternity Support Worker	2016/0172	27 th Oct 2016

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.

As per question 15 – Job Matched Reports for Band 2 roles attached.

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.

As per question 16 – Job Matched Reports for Band 3 roles attached.

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

Attached CTMUHB Banding of Posts Policy which remains extant, and the proposed All Wales Job Evaluation Policy and Procedure which will supersede local Policy was to be ratified at Wales Partnership Forum (WPF) meeting in July – there has been no update from Wales JE Unit regarding approval as yet.

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).

Please see the documents attached.

Question 21: Please list all Band 2 job titles currently on the Health Boards establishment along with each current vacancy rate?

Review Body Band 2

Role	Headcount
Health Care Support Worker	1,327

Position title	Vacancy rate
Nursing HCA/HCSW Band 2	-0.91%

There are no staff with the Job Roles: Healthcare Assistant, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

Question 22: Please list all Band 3 job titles currently on the Health Boards establishment along with each current vacancy rate?

Review Body Band 3

Role	Headcount
Health Care Support Worker	491

Position title	Vacancy rate
Nursing HCA/HCSW Band 3	-7.08%

There are no staff with the Job Roles: Healthcare Assistant, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.