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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



		Agenda Item	2.1 iii
Freedom of Information Status		Open	
Reporting Committee	Workforce and Organisational Development (OD) Committee		
Author	Claire Mulcahy, Corporate Governance Officer		
Chaired by	Tom Crick, Independent Member		
Lead Executive Director (s)	Hazel Robinson, Director of Workforce and OD		
Date of last meeting	17 December 2019		
Summary of key matters considered by the committee and any related decisions made.			
<ul style="list-style-type: none">• Compliance with Personal Appraisal and Development Reviews (PADRs) and Statutory and Mandatory Training (estates and hotel services) – members received an update on the work to improve compliance with mandatory training and personal appraisal and development reviews (PADRs) within estates and hotel services. Within estates there had been a significant improvement in compliance due to a dedicated resource for managing and supporting staff in these areas and discussions were underway to ensure this was sustainable. Support services performance in these areas had also improved considerably but the aim was to push forward again in January after the busy Christmas period. Members heard there were still challenges with the capacity to be able to release staff to carry out training and also with access to IT equipment.			
Key risks and issues/matters of concern of which the board needs to be made aware:			
<ul style="list-style-type: none">• Workforce Risks – regarding the workforce capacity risk, members were informed that the support of investment had been agreed and the process was being progressed in readiness for April 2020. The key risk on the register currently was the <i>Welsh Language Risk</i> in which there was requirement for a number of key procedures within recruitment and training and development to be delivered in welsh. The volume of translation this would require was not feasible within the health board within the current welsh language team capacity. All health boards in Wales were facing this challenge.• Deep Dive Extended Roles: Consultant Nurse Minor Injuries Services – members received a presentation on the role of the consultant nurse in emergency care and the minor injuries services. Workforce within the emergency units was discussed and concerns were raised regarding retirement age profile of the emergency nurse practitioners within the units and the fact that the health board did not have any delegates signed up for the upcoming training.			
Delegated action by the committee:			
No delegated action was taken by the committee.			
Main sources of information received:			

- **Workforce Metrics** – a report outlining performance against a number of key workforce metrics, such as sickness absence and compliance with mandatory and statutory training, was received.
- **Medical Agency Cap** – members noted that there had been some improvement in both compliance and expenditure.
- **Workforce Framework and Medical Recruitment Strategy** – updates on the workforce framework and medical recruitment strategy were received.
- **Nurse Staffing Act** – members noted the positive impact the implementation had made in terms of patients and this was highlighted by the increase in family satisfaction.
- **Doctor's Roles** – members received a briefing for information purposes, which outlined the various doctor's roles.

Highlights from sub-groups reporting into this committee:

Reports were received from:

- Workforce and OD Forum;
- Vacancy Control Panel;
- Nursing and Midwifery Board;
- Medical Workforce Board.

Matters referred to other committees

No matters were referred to other committees.

Date of next meeting

20th February 2020