

RAG Rating Guide

Red	Red - Action will not be completed in designated time
Amber	Amber - Action on target for completion
Green	Green - Action complete

SITE ROLES & RESPONSIBILITIES ACTION PLAN :

SBUHB Health & Safety Committee

Number	Recommendation	Target Date	Action taken/planned	RAG Rating	Comments	Lead (s)	Executive Sponsor	Date Complete
1	The Health Board should identify key people/positions at each site department to be the designated contact within each of the service groups	17-Jan-23	A review has taken place for all service groups to identify key people/positions to be identified per site/departent where applicable	Medium	The acute settings have identified key personal to be conatcted and have structures in place, so good response from:	Mark Parsons Assistant Director of Capital Planning (Health & Safety)	Darren Griffiths, Executive Director of Finance (Capital, Estates, Health & Safety)	Complete
		17-Jan-23	1. Morriston Service Group	Medium	Structures in place with lines of responsibility and comunication processes	Kate Hannan Service Group Director	Darren Griffiths, Executive Director of Finance (Capital, Estates, Health & Safety)	Complete
		17-Jan-23	2. NPT/Singleton Service Group	Medium	Structures in place with lines of responsibility and comunication processes	Jan worthing Service Group Director	Darren Griffiths, Executive Director of Finance (Capital, Estates, Health & Safety)	Complete
		17-Jan-23	3. Mental Health & Learning Disabilities Service Group	Medium	Structures in place with lines of responsibility and comunication processes	Janet Williams Service Group Director	Darren Griffiths, Executive Director of Finance (Capital, Estates, Health & Safety)	Complete
	Roles and responsibilities to be addressed within the PC&T Service Group, to be agreed and communicated	17-Jan-23	4. Primary Care & Therapies Service Group	Medium	Structures in place with reporting lines, however, there is no agreement on the identification of roles to be the responsible persons for sites/departments. Meetings have taken place and continue to take place to resolve issues raised, including the wording around roles and responsibilities. Next scheduled meeting is 29 March 2023 between EW and MP. Draft indicative list of roles and respnsibilities produced and shared with service group senior managers	Brian Owens PC&T Service Group Director	Darren Griffiths, Executive Director of Finance (Capital, Estates, Health & Safety)	Overdue