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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	04 April 2023	Agenda Item	2.3
Report Title	Roles & Responsibilities		
Report Author	Mark Parsons, Assistant Director of Capital Planning		
Report Sponsor	Darren Griffiths, Director of Finance and Performance		
Presented by	Mark Parsons, Assistant Director of Capital Planning		
Freedom of Information	Open		
Purpose of the Report	To provide the Health and Safety Committee with an update on roles and responsibilities action plan relating to sites departments and areas of occupation.		
Key Issues	<p>The report covers: -</p> <ul style="list-style-type: none"> • Background as to the need to consider roles and responsibilities on sites • Updates that clarity has been achieved for all Service Group and Headquarters • Roles and responsibilities for the diverse range of premises in the Primary, Community Services and Therapy Service Group require further clarification in some areas • Notes that a meeting is scheduled for 29th March 2023 to progress in this area following progressive discussions between the Service Group Director and the Director of Finance and Performance recently. 		
Specific Action Required (please choose one only)	Information	Discussion	Assurance
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	<p>The Health & Safety Committee is asked to: -</p> <ul style="list-style-type: none"> • NOTE the roles and responsibilities report and action plan 		

ROLES & RESPONSIBILITIES

1. INTRODUCTION

The purpose of this report is to update the Health and Safety Committee (HSC) on the action plan developed to address identification of roles and responsibilities for sites, departments and areas of occupation.

The action plan will identify the service groups that have systems in place, identifying roles and responsibilities within their structures.

2. BACKGROUND

The Health Board received the final internal audit report in September 2022, and covered: -

- Health & safety policy
- Health and safety structure
- Health and safety plan monitoring and resourcing
- Compliance mechanisms
- Training requirements and needs
- Reporting of risks and issues

With two of the six issued a reasonable assurance and four receiving limited assurance. A separate paper has previously been submitted to the health and safety committee, with the majority of the actions having now been addressed.

The Service Groups which have sites which are largely focussed around a smaller number of larger hospital buildings, have sufficiently robust arrangements in place for site management.

One of the areas identified for further work in respect of roles and responsibilities was the Primary, Community Services and Therapy service Group and in particular its sites in the community.

Some of these sites have shared service models within them, with a number of sites occupied by staff and patients from the Mental Health and Learning Disabilities service group.

Identifying key roles with responsibilities for managing or being the key contact to address issues raised through audits and inspections has and continues to be challenging. The audit report identified:

- The Health & Safety policy should outline responsibilities for assigning site leads and detail on the role.
- Once site leads have been identified for all premises this information should be shared with the HSC and arrangements made for this information to be accessible to relevant staff.

The HSC also raised the question around site responsibilities and tasked the

Assistant Director of Health & Safety to develop an action plan to address the gaps identified in the internal audit report received in September 2022.

3. PROGRESS

All the service groups have been contacted to provide current structures and to identify key roles that have been designated responsibilities for premises, this covers overall responsibility for site through to departments and rooms. This was relatively straightforward within the acute settings, with clear structures and reporting lines with individuals understanding their responsibilities. Therefore Morriston Service Group, Neath Port Talbot and Singleton Service Group and the main acute settings in Mental Health and Learning Disabilities having clear lines of roles and responsibilities.

The community setting (as stated in earlier in this report) for many reasons is not as straight forward, with a mixture of owned and leased building, shared buildings with health, local authority and third sector organisations. However, Mental Health and Learning Disabilities have a structure in place covering the areas occupied in the community, with the biggest challenge being with Primary, Community services and Therapy Service Group due to overseeing multiple services and not always having dedicated staff to each site/building, with many covering a number of sites/buildings/rooms.

There has been progress, with a number of meetings with senior members of the Service Group and the Service Group Director. Versions of roles and responsibilities have been shared with the Service Group for consideration and the findings of this consideration will be discussed at long standing meeting scheduled for 29th March 2023, where it is hoped a resolution can be agreed to close this action plan. There will also be benefits from this work which will translate into current discussions around management of the primary care estate also.

The action plan is provided as an additional document 3.3.1.

4. GOVERNANCE AND RISK

Health and Safety risks are noted on the Health Board risk register. This report and the future work planned are intended to mitigate the risk of lack of clarity on sites arising from roles which aren't clearly defined in terms of site responsibility.

5. FINANCIAL IMPLICATIONS

There are no financial implication of the paper.

6. RECOMMENDATION

The Health and Safety committee is asked to: -

- **NOTE** the report and action plan

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Following the internal audit being received the Health and Safety Team worked with SBUHB colleagues to address the areas identified (roles & responsibilities), to ensure there were effective systems, cooperation and ownership of health and safety at all levels as these are key to maintaining safe working environments.		
Financial Implications		
There are no financial implication of the paper, however, to implement the actions identify will incur additional costs. .		
Legal Implications (including equality and diversity assessment)		
Swansea Bay University Health Board (SBUHB) is committed to providing and maintaining a safe and healthy work place and to provide suitable resources, information, training and supervision on health and safety to all members of staff, patients Contractors and visitors to comply with the legislative and regulatory framework on health and safety which includes: <ul style="list-style-type: none"> • The Health & Safety at Work Act 1974 • The Regulatory Reform (Fire Safety) Order 2005 • Management of Health and Safety at Work Regulations 1999 • Manual Handling Operations Regulations 1992 • The Electricity at Work Regulations 1989 		
Staffing Implications		
Staff will be briefed on the developments through health and safety meetings/forums or other groups as determined necessary ensure that health and safety is discussed, monitored and acted upon.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		

The Act requires the Health Board to think more about the long term, how we work better with people and communities and each other, look to prevent problems and take a more joined up approach with partners. There will be long term risks that will affect both the delivery of services, therefore, it is important that you use these five ways of working (Long Term Thinking, Prevention, Integration, Collaboration and Involvement) and the wellbeing goals identified in the Act in order to frame what risks the Health Board may be subject to in the short, medium and long term. This will enable The Health Board to take the necessary steps to ensure risks are well managed now and in the future.

Report History	n/a
Appendices	Appendix 1 - SITE ROLES & RESPONSIBILITIES ACTION PLAN