



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board

Abertawe Bro Morgannwg University Health Board Workforce Solutions & Improvement Group

Terms of Reference Solution

Overall Purpose and objectives

The Workforce Solutions & Improvement Group is a **Part B** to the Nurse Staffing Act (Wales) Steering Group

The Workforce Solutions & Improvement Group will focus on key work streams to support compliance with the ACT. The group will meet directly after **Part A**.

The Purpose of the Workforce Solutions & Improvement Group is to support & oversee key work streams & Projects which support compliance with the Act, These will include but not be exclusive to the following;

- Monitoring of the E-Rostering Project Role
- Growing your own initiatives
- Student Streamlining
- Nurse Recruitment
- Exit interviews

Further Priorities & work plans will be added as necessary & agreed by the Group

Membership

The Workforce Solutions & Improvement Group will include:

- The Interim Deputy Director of Nursing and Patient Experience (Chair)
- Interim Corporate Head of Nursing Unit Nurse Directors or nominated Deputies
- Unit Nurse Director or Nominated Deputy
- Unit Nurse Director responsible for recruitment
- Corporate Matron
- Workforce and Organisational Development Lead
- Head of Nurse Education & Development
- Head of Midwifery
- Head of Paediatrics or nominated Deputy
- Finance Lead
- Union Representative
- E-rostering Lead
- Informatics Lead

The Workforce Solutions & Improvement Group will co-opt representatives as appropriate depending on the subject being considered.

Substantive members of the Steering Group who cannot attend a meeting will identify a designated appropriate representative to attend on their behalf. The alternate representative will have delegated authority for decision-making and communication and therefore must be at a suitable level of authority.

In Attendance

Members may invite individuals to attend the meetings as part of their professional development. Requests to attend the meeting will be agreed through the Chair.

Quorum

The quorum of the Workforce Solutions & Improvement Group shall be 75%, which would include the chair or vice chair.

Frequency of Meetings

The first meeting will take place in April 2018 followed by monthly meetings which will take place immediately after the Nurse Staffing Act (Wales) Steering Group until frequency is reviewed.

Reporting Arrangements

The Workforce Solutions & Improvement Group will follow the same reporting arrangements as the Nurse Staffing Act (Wales) Steering which reports directly to the Nursing Midwifery Board Bi-monthly and the Workforce & Organisational Development Committee Monthly. The Unit Nurse Directors & Professional Heads will also report within their Service Delivery Unit Professional Forums. The Chair outside the planned meeting arrangements as deemed necessary will raise matters requiring urgent attention.

Review

The role and function of the Workforce Solutions & Improvement Group will be reviewed on an annual basis

Reviewed: May 2018

Next Review: April 2019