

ABM University Health Board	
8 th March 2018 Workforce and Organisational Development Committee Agenda item: 12	
Subject	Workforce Policy Update
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Approved by	Kate Lorenti, Acting Director of HR
Presented by	Kate Lorenti, Acting Director of HR

1.0 Situation

To inform the Committee of revised all Wales workforce policies recently adopted on behalf of the Health Board and the current position in relation to policies that are at or near their review date.

2.0 Background.

The review of the all Wales Special Leave policy and the Procedure for NHS Staff to Raise Concerns has been undertaken in partnership at a national level.

Both documents have been approved by the Welsh Partnership forum at its meeting in December 2017 and were adopted by the Health Board Partnership Forum at its meeting on 24th January 2018 on behalf of the Health Board.

3.0 Special Leave Policy

The policy has been revised as follows:

- Additional reference has been included to the Core Principles of NHS Wales
- It now includes an amended section 6 on the definition of different types of leave that can be taken.
- It includes a reference (section 7.2) to discourage individuals who have been allowed paid time off to undertake public duties from claiming further remuneration from the other organisation.

4.0 Procedure for NHS staff to Raise Concerns

The procedure has been revised as follows:

- Additional reference has been included to the Core Principles of NHS Wales
- The procedure now includes examples of where raising a concern with a line manager may not be appropriate, and the appropriate action to take where this is the case.
- The procedure now includes a diagram at appendix 1 demonstrating different mechanisms for raising issues.

5.0 Policies that are at or near to their review date.

- **Adverse Weather Policy**

This policy is currently under review. It is expected that a revised policy will be ready for approval by the Health Board Partnership Forum in March 2018.

- **Recruitment of Medical Staff**

This policy has been revised and will be submitted for approval by the Health Board Partnership Forum in March 2018.

- **Dignity at Work and Sickness Absence Policies**

These policies were both developed on an All Wales basis. They have a review date of October 2018. There is a regular programme of review undertaken at a national level but if a revised version is not expected to be received by October, a request will be made to the Workforce and OD Committee to grant an extension to these policies.

- **Use of Mobile Communications Policy**

Work is in hand to update the policy to reflect current technology. It is expected that the revised policy will be available for approval by April 2018.

6.0 Recommendations

The Committee is asked to note:-

- the implementation of the Special Leave Policy and the Procedure for NHS staff to Raise Concerns and
- the current position in relation to the policies that require review.