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CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board



<b>Meeting Date</b>	<b>27<sup>th</sup> March 2019</b>		<b>Agenda Item</b>	<b>5.1</b>
<b>Report Title</b>	<b>Vacancy Control Panel Decisions</b>			
<b>Report Author</b>	Mark Roach, HR Advisor			
<b>Report Sponsor</b>	Hazel Robinson, Director of Workforce & OD			
<b>Presented by</b>	Hazel Robinson, Director of Workforce & OD			
<b>Freedom of Information</b>	Open			
<b>Purpose of the Report</b>	To provide an update on the outcomes of the Corporate Vacancy Control Panel			
<b>Key Issues</b>	As part of the Health Board's Recovery and Sustainability Programme, the Corporate Vacancy Control Panel will give consideration to requests to advertise Administrative and Clerical, Corporate and all other Agenda for Change posts at band 7 and above.			
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	✓			
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>NOTE</b> the contents of this report.</li> </ul>			

## OUTCOMES OF CORPORATE VACANCY CONTROL PANEL

### 1. INTRODUCTION

This report provides an update on the outcomes of the Corporate Vacancy Control Panels taken since July 2017.

### 2. BACKGROUND

The purpose of the Corporate Vacancy Control panel is to consider and scrutinise applications to the panel to recruit to posts within the Health Board.

From 22<sup>nd</sup> October 2018, the Corporate Vacancy Control Panel was extended to include posts from all Agenda for Change job families at band 7 in addition to all A&C and Corporate posts.

The Vacancy Control panel will also consider:

- **Retire and Return applications** for all Administrative and Clerical posts and all other Agenda for Change posts at band 7 and above.
- **Apprentices in corporate areas only** (Apprentice requests in the Delivery Units will be considered locally at the DU Vacancy Control panel).
- **Re-evaluations** – The panel will keep an overview of re-evaluation applications.

Originally, the panel consisted of:

- Interim Director of Workforce and OD
- Director of Finance
- Director of Recovery and Sustainability.

The new Corporate Vacancy Control Panel consists of:

- Director Workforce and OD
- Director of Finance
- Chief Operating Officer
- Director of Transformation
- Director of Therapies and Health Sciences
- Director of Nursing and Patient Experience
- Staff Side representative
- Other members may be co-opted by the Chair as necessary to meet the needs of the group.

The panel meets on a weekly basis and works to an agreed Terms of Reference (please see appendix A)

Since July 2017, the Corporate Vacancy Control panel considered **1010** requests with the following outcomes:

- Approved – **955**
- Defer – **35**
- Not approved – **20**

The requests are broken down into the following categories:

- Admin & Clerical – **473**
- Band 7 and above – **113**
- Corporate – **424**
  
- Requests to advertise – **959**
  - Agenda for Change posts – **881**
  - Apprentices – **78**
- Re-evaluations – **40**
- Retire and return requests – **11**

During February 2019, the Corporate Vacancy Control panel considered **104** requests with the following outcomes:

- Approved – **102**
- Defer – **2**
- Not approved – **0**

The requests are broken down into the following categories:

- Admin & Clerical – **36**
- Band 7 and above – **29**
- Corporate – **39**
  
- Requests to advertise – **97**
  - Agenda for Change posts – **95**
  - Apprentices – **2**
- Re-evaluations – **4**
- Retire and return requests – **3**

Please refer to appendix B for a full breakdown of the posts considered by the panel.

### **3. GOVERNANCE AND RISK ISSUES**

Not applicable.

### **4. FINANCIAL IMPLICATIONS**

Not applicable.

### **5. RECOMMENDATION**

The Committee is asked to note the contents of the report.

<b>Governance and Assurance</b>								
<b>Link to corporate objectives</b> <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access		Demonstrating value and sustainability	Securing a fully engaged skilled workforce		Embedding effective governance and partnerships
					<b>X</b>	<b>X</b>		
<b>Link to Health and Care Standards</b> <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources	
							<b>X</b>	
<b>Quality, Safety and Patient Experience</b>								
Direct patient care impact allows for a mechanism to consider and address appropriate staffing structures to provide the highest quality service to patients and their families.								
<b>Financial Implications</b>								
This process ensures the most effective use of resources so there will be no increased financial implications.								
<b>Legal Implications (including equality and diversity assessment)</b>								
There are no legal implications.								
<b>Staffing Implications</b>								
This will ensure appropriate staffing structures and skills are in place to meet with changing demand and ways of working.								
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>								
There are no long term implications in relation to the impact of the Well-being of Future Generations Act.								
<b>Report History</b>	None.							
<b>Appendices</b>	Appendix A – Terms of reference Appendix B - Corporate Vacancy Control Spreadsheet							