

**Swansea Bay University Health Board**

**Unconfirmed**

**Minutes of a Meeting**

**of the Workforce and Organisational Development Committee**

**held on 8<sup>th</sup> February 2022 at 9.30am to 10.30am**

**Microsoft Teams**

**Present**

Nuria Zolle Independent Member (in the Chair)  
Jackie Davies Independent Member

**In Attendance:**

Debbie Eyitayo Director of Workforce and Organisational Development (OD)  
Richard Evans Executive Medical Director  
Hazel Lloyd Acting Director of Corporate Governance  
Julian Quirk Assistant Director of Workforce and OD  
Sharon Vickery Assistant Director of Workforce and OD  
Kay Myatt Head of Learning and Development  
Lynne Jones Head of Nursing Education  
Claire Mulcahy Corporate Governance Manager  
Debbie Rees-Adams Consultant Clinical Psychologist (minute 08/22)  
Donna Morgan Internal Audit

<b>Minute</b>	<b>Item</b>	<b>Action</b>
<b>01/22</b>	<b>WELCOME</b>	
	Nuria Zolle welcomed all to the meeting. Due to issues with quoracy, the first two agenda items were taken due to urgency and all other items were deferred to the committee in April 2022.	
<b>02/22</b>	<b>APOLOGIES</b>	
	Apologies were received from Tom Crick, Independent Member and Gareth Howells, Director of Nursing and Patient Experience.	
<b>03/22</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were none.	

## **04/22 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting on the 13<sup>th</sup> December 2021 **received** and **confirmed** as a true and accurate record.

## **05/22 MATTERS ARISING**

The following matters arising to be deferred to next meeting;

- i. To discuss staff returning to work following long COVID-19
- ii. To discuss the domestic staff rapid turnover

## **06/22 ACTION LOG**

The action log was **received** and **noted**.

## **07/22 ANNUAL EQUALITY REPORT 2020/2021**

The Annual Equality Report 2020/21 was **received**;

In introducing the report, Kay Myatt highlighted the following points;

- This was the second report of its kind and covered the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021;
- Overall, there had been an improvement in the availability of equality data;
- Some data gaps remained in relation to disability and sexual orientation but there were further plans for collaboration to increase reporting;
- Working pattern data showed little change with 87% full time staff being male and 53% female;
- There had been an increase in fixed term contracts and this was primarily due to the pandemic, with 1,179 fixed term staff in post currently;
- Staff turnover had increased by 7.6% but could be linked to the increase in fixed term staff during the pandemic;
- The amount of young workers and young leavers had increased and again this could be linked to the impacts of the pandemic and changes in the demographic of job applicants;
- The Strategic Equality Plan would be updated to include the impact of pandemic on equality data as highlighted above;

- The report included the seven equality objectives and the Strategic Equality plan for 2022-24;
- Key points to highlight include; the excellent work undertaken within the vaccination centres where an Equality Impact Assessment (EQIA) was undertaken and improvements were made in signage, shuttle bus access and wheelchair access as well the 'Immbulance' initiative;
- The diversity of the workforce had increased and there had been recruitment of 150 individuals via a vocational training contract into the vaccination centres;

In discussion of the report, the following points were raised;

Jackie Davies commented that the collection of data via ESR relied heavily on the input of staff but she recognised the improvements being made.

Jackie Davies queried the percentage of staff on fixed term contracts and Kay Myatt advised that figure stood at 11.7% of all contracts out of total of 13,497 staff.

In reference to equality objective five and the amount of money currently being spent on staff wellbeing, Jackie Davies queried whether this was sustainable and the long term plans in place, acknowledging the recent non-recurrent funding from charitable funds. Debbie Eytayo informed that a business case was being taking forward and this had a focus on recurrent funding. A key priority for the health board was the health and wellbeing of staff and the support already put in place needed to continue.

Nuria Zolle commented that the broader plan in terms of equality and public heath needed to be highlighted within the report. There had been a lot of progress and work undertaken since the last report which could be presented further within the current report.

**Resolved:** The Annual Equality Report was **endorsed** for approval at the Board meeting on the 31<sup>st</sup> March 2022.

## **08/22 TAKING CARE OF THE CARERS REPORT CHECKLIST**

The 'Taking Care of the Carers' report checklist was **received**;

In introducing the report, Debbie Rees-Adams highlighted the following points;

- The wellbeing provision to staff had remained unchanged since the start of the pandemic with a single point of access for staff with mild-moderate mental health and musculoskeletal problems, an initial assessment and up to 6-follow up sessions of support;

- Since the start of the pandemic, there had been a 20% increase in referrals and the complexity of cases had also increased;
- Charitable funds and Welsh Government resources were utilized to enhance the staff counselling service and to enable 1:1 support for trauma and complex bereavement;
- Resources to enhance the Occupational Health Service had been increased;
- The Long Covid Service was currently being delivered by occupational therapy;
- A Psychological Wellbeing Cell was developed at the start of the pandemic which incorporated expertise from across the health board such as physiotherapy, occupational therapy and chaplaincy but has since been stood down;
- A relax and re-coup area for staff was created during the pandemic but had since been removed due to the re-start of services;
- There was now better communication surrounding the resources available to staff via the intranet wellbeing page and including signposting and links to outside resources, as well increased communication via social media;
- The wellbeing service had links to national forums which had enabled better collaboration;
- The health board continually encouraged the use of the online tool 'Silvercloud' and data had highlighted SBU HB had signposted the most staff to the service across all health boards in Wales;
- Recent evaluation showed that 77% of staff rated the wellbeing service as beneficial and clinical outcome data had been good particularly in areas such as stress and anxiety;
- There needed to be an improvement in the evaluation process and this was being progressed;
- There had been good outcomes in terms of the long COVID data as well as from TRIM and REACT;
- An award was won for partnership and multidisciplinary working in the Personal Today Occupational Health and Wellbeing Awards;
- A business case was being developed to maintain the service to meet staff needs as well as the continued roll-out of TRIM;

In discussion of the report, the following points were raised;

Nuria Zolle highlighted the concern of the Workforce and OD Committee in relation to the sustainability of the service. She advised that having a strong evidence base was key to support the request of further and recurrent resources.

Debbie Eytayo clarified that the response to the question around funding on the Taking Care of Carers report checklist was particularly focused on the cost of the Health and Wellbeing service and that the cost of Occupational Health service was separate and had not been included as part of the response. However, the aim for the two services was to continue to work closely together and if deemed feasible with a combined budget.

Jackie Davies referenced the temporary staff contracts that were in place within the teams, stating that substantive posts were needed to ensure the sustainability of the service in the long term.

Nuria Zolle informed there was Independent Member support for the business case to be put forward, to further resources and sustain the health and wellbeing provision that was already in place.

**Resolved;** The report was **noted**.

**09/22            MEDICAL WORKFORCE EFFICIENCIES**

**Resolved;** Item deferred to next committee.

**10/22            COVID-19 WORKFORCE POSITION.**

**Resolved;** Item deferred to next committee.

**11/22            WORKFORCE KEY PERFORMANCE INDICATORS**

**Resolved;** Item deferred to next committee.

**12/22            MEDICAL WORKFORCE BOARD UPDATE REPORT**

**Resolved;** Item deferred to next committee.

**13/22            THERAPIES AND HEALTH SCIENCE GROUP**

**Resolved;** Item deferred to next committee.

**14/22            NURSING AND MIDWIFERY UPDATE**

**Resolved;** Item deferred to next committee.

**15/22 ANY OTHER BUSINESS**

There was none.

**16/22 ITEMS TO REFER TO OTHER COMMITTEES**

There were no items to refer to other committees.

**17/22 DATE OF NEXT MEETING**

The date of the next meeting was noted as the 12<sup>th</sup> April 2022.