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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	14th June 2022			Agenda Item	6.4
Report Title	Workforce Delivery Group				
Report Author	Debbie Eytayo, Director of Workforce & OD				
Report Sponsor	Debbie Eytayo, Director of Workforce & OD				
Presented by	Debbie Eytayo, Director of Workforce & OD				
Freedom of Information	Open				
Purpose of the Report	The purpose of the report is to set out the terms of reference for the Workforce Delivery Group for approval.				
Key Issues	<p>The Workforce Delivery Group will report into the Workforce & OD Committee and aim to have the inaugural meeting in July.</p> <p>Having discussed membership with the Chief Operating Officer and Service Group Directors, it was decided that a representative from each service group would be too resource intensive taking into account current service demands. It was agreed that that Service Group Director for MH&LD would attend the first meeting and feedback to the COO and other SG Directors with the view that a further assessment of service group membership would be made at that point.</p>				
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance	Approval	
				<input checked="" type="checkbox"/>	
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the report and APPROVE the terms of reference. 				

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 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 checked="" 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 type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Not applicable		
Financial Implications		
Not applicable		
Legal Implications (including equality and diversity assessment)		
Not applicable.		
Staffing Implications		
Not applicable		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
Not applicable		
Report History	This is the first report	
Appendices	Appendix 1 – Terms of Reference	

Terms of Reference - Workforce and Organisational Development Group			
Purpose	<ul style="list-style-type: none"> The Workforce and Organisational Development Delivery Group (‘WOD Group’) exists to provide oversight, monitor progress and support the delivery of the Workforce and OD annual plan and strategic work plan (includes all professional groups). To develop a workforce that is appropriately resourced, developed and empowered to continuously deliver high quality health and care for the diverse population the Health board serves. Given the ambitious scope of the Workforce improvements detailed in the HB Recovery and Sustainability Plan 2022/23 – 2024/25 - WOD Group will also focus on the resolution of issues and the proactive management of risk. The Workforce and Organisational Development Group is charged with providing assurance to the Workforce and OD Committee via Management Board (MB) and is required to escalate items to MB where direction and decision making is required 		
Responsibilities & Duties	<ul style="list-style-type: none"> To confirm the strategic direction of related projects and oversee the delivery of Workforce, Education and OD plans through: <ul style="list-style-type: none"> Scrutiny of project plans and their implementation. Monitoring achievement of outcomes. Receive updates from Service Groups of progress against the implementation of their workforce plans and priorities Acting as a point of escalation for risks to delivery and supporting mitigations. Ensuring the right resources are in place for successful delivery of priorities, and oversee the preparation of business cases where support is required Ensuring lessons learned are incorporated into future Strategic Workforce Plans, and learning is disseminated across relevant Groups. Monitoring and overseeing the relationship with key partners such as Universities, Agencies, contractors etc. 		
Membership & Attendance	Members		
	Director of Workforce & OD	Workforce Planning Manager	
	Assistant Directors of Workforce & OD	Assistant Director of Finance/Financial Controller	
	Director of Therapies and Health Science or deputy	Head of Learning and OD	
	Director of Nursing and Patient Experience or deputy	Service Group Director – to represent all service groups (be reviewed after first meeting)	
	Ass Heads of Workforce- Resourcing & Business Partnering	Head of Staff Health and Wellbeing	
	Assistant Director of Strategy (or appropriate)		
Standing Items	<ol style="list-style-type: none"> Action log review Progress updates against all 5 workforce priority areas Workforce headcount, Pipeline review, financial impact Bank and agency usage and spend Culture and OD transformation Deep dive into challenges from items 2-4 Key risks and issues for escalation 	Reporting	Inputs: <ul style="list-style-type: none"> Highlight reports covering each priority area. Workforce Metrics and KPI report from Workforce Analytics Deep dive papers as requested by Chair Outputs: Minutes and actions, Assurance Report/Update to Management Board and WOD Committee
Meetings, Quorum & Support Arrangements	<ul style="list-style-type: none"> Meetings will take place on a monthly basis, but with fortnightly touch points as necessary Meetings will be quorate with a chair and three other members (one of which should be Service Group Management rep PA to Director of Workforce and OD will provide administrative support to group 		