

PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	15 February 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Workforce Policies
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce & OD (Organisational Development)
SWYDDOG ADRODD: REPORTING OFFICER:	Lisa Gostling, Director of Workforce & OD (Organisational Development)

**Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

In line with Hywel Dda University Health Board's (HDdUHB's) written control documentation process, the People, Organisational Development & Culture Committee (PODCC) is asked to approve the following:

1. Revised policies/procedures with W&OD Policy leads

- 283 - Alcohol and Drugs/Substance Misuse Policy (Appendices 1)
- 948 - DBS Policy (Appendix 2)
 - DBS Referrals Procedure (Appendix 3)
 - DBS – Checks Procedure (Appendix 4)
- 1098 - Employer Pension Contributions – Alternative Payment Policy – (Appendix 5)
- 315 - Flexible Deployment of Staff Procedure and EQIA - (Appendices 6 and 6a)
- 464 – Industrial Injury Claim Procedure – (Appendices 7, 7a and 7b)
- 124 - Retirement Policy (Appendix 8)
- 436 - Rostering Policy, and EqIA - (Appendices 9 and 9a)
- 340 - Staff Psychological Wellbeing Policy and EQIA (Appendices 10 and 10a)

2. Revised policies led by colleagues outside W&OD

- 246 - Managing Allegations Against Staff Policy (Appendix 11)

The report provides the required assurance that the Written Control Documentation (WCD) Policy (policy number 190) has been adhered to in the development of the above-mentioned written control documents and therefore that the documents are in line with legislation/regulations, available evidence base and can be implemented within the Health Board.

3. Policies yet to be presented for consideration

In addition to presenting the above policies for adoption, Committee has also requested an update on those policies that were not on track and for a brief explanation to be provided.

As several policy reviews have not been finalised with review dates of 31 March 2023, approval is therefore sought to extend these policies to enable their reviews to be finalised. Details of these policies can be found in the next section and they have been sub divided into local and All Wales policies.

4. Documents for Information

- Guidance on Alcohol & Drugs/Substance Misuse (Appendix 12)
- Annex 21 Guidance (Appendix 13)
- Overtime Authorisation Flowchart (Appendix 14)

5. Policies proposed for removal

The following policies are proposed for removal from the local policy framework as they are no longer required:

- Annual Leave Policy
- Overtime Policy
- Submission of Information to Payroll

Cefndir / Background

It is imperative that HDdUHB has up to date and accurate written control documentation in order to comply with relevant legislation and to minimise any associated risks.

All Workforce & OD policy reviews have been reviewed by a Task & Finish Group which included colleagues from, for example, Payroll, Workforce & OD, operational management leads and Trade Union (TU) representatives. Some of the groups also included representatives from the BAME network. The specific changes are listed as follows:-

1. Revised policies/procedures with W&OD Policy leads

283 - Alcohol and Drug/Substance Misuse Policy

- Only minor changes have been made to the policy however the process has followed the HR disrupted approach to policy review:
- In place of a more detailed policy, a Guidance Document has now been developed which will be linked into the policy.
- As part of the review group discussions, it has been agreed to further consider the potential for the inclusion of a “with cause” alcohol and drug testing programme as well as linking in with the Health & Safety Policy and the All-Wales Disciplinary Procedure. This would then enable the policy itself to be ‘retired’ and replace with a range of support/signposting as part of a wider staff wellbeing offer.

948 – DBS Policy

- Committee may recall that it approved the above policy at its meeting in June 2022.
- We undertook to bring the policy back once it had been disrupted.
- Having undertaken the follow up review it was determined that it was better to divide the policy into a policy and two procedures for ease of user reference.
- The substance of the documentation however remains unchanged.

- Due to the separation of the policies rather than a change of content, a revised EQIA was not required. Staff consultation was also not required.

1098 - Employer Pension Contributions – Alternative Payment Policy

- This policy was approved initially in April 2022. An amendment was subsequently introduced in August 2022 to enable retrospective applications based on the timing of the agreement and the resultant policy being produced.
- Minor changes have now been made to bring the policy back into line with current financial year planning requirements by removing the retrospective financial year process.
- The changes made have been tracked and the proposal is to end the backdating provision from 31 March 2023.
- The temporary abatement rules within the 1995 Pension Scheme have also been updated in the policy (these are currently due to end on 31 March 2023 but are likely to be extended.)
- Due to the minor changes made, a revised EQIA was not required. Global consultation with staff was also not required.
- Feedback was received from the LNC however this has not been incorporated as it would have changed the policy substantively from the All-Wales wording.

315 - Flexible Deployment of Staff Procedure

- This review was originally completed ahead of the indicative timetable using the HR disrupted approach which has therefore reduced its length by some 50%.
- No substantive changes were made to the policy.
- At Staff Partnership Forum meeting in December, a request was made for the language in the policy to be softened. This exercise has now been completed.
- As part of this further review, the table of contents was revised, links have been highlighted and language has been amended accordingly.

464 – Industrial Injury Claim Procedure

- This procedure has been HR Disrupted down from 32 to 8 pages.
- The claim form has been separated out for ease of use.
- Staff are now directed the NHS scheme information as large chunks of the procedure previously re-iterated the information that was already available elsewhere.

124 – Retirement Policy

- This policy remains largely unchanged and the minor changes have therefore been identified via track changes at pages 5 and 10.
- The change to page 5 arises from a change to the Terms and Conditions of Service for the Associate Specialists which now enables them to retire and return to the same post.
- The other change made is to amend an email address on one of the flowcharts which can be found at page 10.
- One link in the further reading section has also been removed as it is no longer available.
- Due to the minor changes made, a revised EQIA was not required. Global consultation with staff was also not required.

436 - Rostering Policy, Appendices and EqIA

- Feedback received on the current policy was that it was too difficult to follow.
- The review itself has followed the HR Disrupted approach and now includes reference to the legal and governance information requirements of rostering.

- The main policy is now supported by appendices to make finding information easier for staff and managers.
- It was also recommended by the group that any further staff groups added to E-Rostering should have their own Appendix to support efficient rostering in their areas.

N.B. This policy does not apply to staff on Medical & Dental terms and conditions.

340 - Staff Psychological Wellbeing Policy and EQIA

- The policy has been thoroughly reviewed with the overall content remaining valid and track changes identifies all the changes made.
- Sections have been shortened to improve ease of reading (Roles and responsibilities) and the list of references has been removed.
- The appendices are now hyperlinked to the Staff Psychological Wellbeing Service SharePoint pages where they will be kept up to date and easily accessible for staff and managers.
- The list of related policies has been updated and mention of wellbeing conversations, Wellbeing Champions has been added.
- This policy did not require global staff consultation due to the minor changes made.
- A Summary EQIA has been completed for this review.

2. Revised policies led by colleagues outside W&OD

246 - Managing Allegations Against Staff Policy and EQIA

- Minimal changes have been made during the review including formatting and updated references.
- The main change is reformatting the risk assessment to make it easier to follow.
- This policy did not require global staff consultation due to the minor changes made.
- Policy also considered at SSWG as part of its approval journey.
- Some further changes are anticipated to the relevant section of the Wales Safeguarding Procedures but there are no definite timescales for this work to be undertaken at an All Wales level at present. Once this has occurred a further review will be undertaken and any amendments will be resubmitted for approval.
- A Summary EQIA has also been completed for this review.

3. Policies yet to be presented for consideration – extension requests

Listed below are the policies that are outstanding in terms of the timetable for review in 2022/2023, together with rational and proposed new policy expiry date.

Local Policy - Extension Requests

Policy Lead Area	Policy Name	Rationale	Extend To
Workforce	Supporting Transgender Staff	Awaiting Stonewall feedback	30/4/23
	Uniform and Dress Code	Unable to complete due to increased caseload	31/6/23
	GDPR	Discussions required with Information Governance	30/4/23

	Providing Employment References	Unable to complete due to workload pressures	30/4/23
	Personal Relationships at Work	Draft ready to begin consultation on 27 Jan 2023.	30/4/23
	Term Time Working	On hold pending approach to be taken following Consultant Report on Agile Working	31/12/23
Occupational Health	Staff Immunisation and Screening	Workload and vacancies	30/6/23
Occupational Health	Guidelines on referral of Employees to OH Service	Workload and vacancies	31/8/23
Workforce/Recruitment	Employee Records	discussions required with IG and part of larger project	31/3/24
Resourcing and Utilisation	Expenses Policy	Unable to complete due to workload pressures	31/8/23
	Starting Salaries Guidelines	Unable to complete due to workload pressures	31/8/23
	Registration and Re-registration of Health professionals	Unable to complete due to workload pressures	30/6/23
<u>Education & Development</u>	Study Leave for Medical and Dental Staff	Unable to complete due to workload pressures	30/6/23
	Volunteers	Was awaiting lead to start in post. Now in progress.	31/4/23
	EAGLE Strategy	Requires significant amendment to convert to a more manageable policy and framework.	30/6/23
Nursing	Management of Medication Errors Policy	Policy review was completed in January and during consultation some clarification was required on the BESS scoring. Policy will now progress to Medicines Management	30/6/23

All Wales Policy – Extension Requests

Proposed dates for extension are based on whether or not the All Wales Task & Finish Groups have commenced their respective review.

Policy	Date to extend to
Organisational Change	31/12/23
Disciplinary	31/3/24
Upholding Professional Standards in Wales	31/3/24
Capability	31/6/23
Employment Break	31/3/24
Secondment	31/3/24
Menopause	31/6/23
Managing Attendance at Work	31/3/24

Other Extension Requests – as may become part of All Wales provisions

Time off for Medical & Dental Appointments	31/12/23
Relocation Expenses	31/12/23

4. Documents for Information

- Annexe 21 Guidelines

N.B. As this is a guidance document the revised format and content has been shared with the local partnership forums but has not been subject to global consultation. This document has been included for information as it supports the All Wales Annexe 21 provisions.

- Guidance on Alcohol & Drugs/Substance Misuse

This document enables the policy to be streamlined and outlines how managers can support their staff.

- Overtime Authorisation Flowchart

This document enables the policy to be retired and replaced with a simpler flowchart for managers and staff to follow.

5. Policies proposed for removal

A small number of policies are proposed for removal on the basis of the rationale outlined below:-

Policy	Rationale
Information to Payroll	Discussion with Payroll, Finance and Workforce colleagues are that this document

	adds no value and is not utilised. Proposal is to remove.
Annual Leave	Already covered in AfC and contracts. Requirement for form to apply for carry over leave and online calculator which is already available separately on the intranet
Use of Overtime	Already covered in AfC terms and conditions. Flowchart has been developed covering key points for managers to consider as part of the approval process.

Asesiad / Assessment

All reviews were undertaken with the involvement of key stakeholders including a bespoke Task & Finish Group and other colleagues as appropriate.

A screening Equality Impact Assessment (EqIA) has been undertaken for a number of the policies where substantive changes have been made or where a summary EQIA was not available. Where no EQIA has been provided, this is due to the minor changes identified. The former EIA therefore remains valid for these documents.

The revised documents have been shared with the Local Partnership Forums and the LNC. Whilst the documents have been issued to the Staff Partnership Forum (SPF), the SPF meeting was postponed and has now been re-scheduled to take place on 28 February 2023.

Where required, revised policies have also been shared via the Global email for staff to contribute to the consultation process. Documents that apply to Medical and Dental colleagues have been shared with the Local Negotiating Committee (LNC) for information.

Following approval (subject to any further comments from SPF with any substantive changes being remitted to Chair's action for consideration), all documents will be uploaded to the intranet site and will replace current versions. Where policies are proposed for removal, they will be retired with immediate effect.

Argymhelliad / Recommendation

The People, Organisational Development & Culture Committee is requested to:

- receive assurance that the above documents have been reviewed in line with Policy 190.
- approve the following documents for publication:
 - 283 - Alcohol and Drugs/Substance Misuse Policy
 - 948 - DBS Policy
 - DBS Referrals Procedure
 - DBS – Checks Procedure
 - 1098 - Employer Pension Contributions – Alternative Payment Policy
 - 315 - Flexible Deployment of Staff Procedure and EQIA
 - 464 – Industrial Injury Claim Procedure
 - 124 - Retirement Policy
 - 436 - Rostering Policy, Appendices and EqIA
 - 340 - Staff Psychological Wellbeing Policy and EQIA

- 246 - Managing Allegations Against Staff Policy
- Note the following documents for information:
 - Guidance on Alcohol & Drugs/Substance Misuse
 - Annexe 21 Guidance
 - Overtime Authorisation Flowchart
- Retire the following policies:
 - Annual Leave Policy
 - Overtime Policy
 - Submission of Information to Payroll

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.13 Approve workforce and organisational development policies and plans within the scope of the Committee. 5.14 Approve organisational Health and Safety Policies, Procedures, Guidelines and Codes of Practice (policies within the scope of the Committee).
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	7. Staff and Resources 7.1 Workforce Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do Not Applicable 4. The best health and wellbeing for our individuals, families and communities
Amcanion Cynllunio Planning Objectives	1F HR Offer (induction, policies, employee relations, access to training)
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	5. Offer a diverse range of employment opportunities which support people to fulfill their potential

**Gwybodaeth Ychwanegol:
Further Information:**

Ar sail tystiolaeth: Evidence Base:	Legislation, national policy, terms and conditions
Rhestr Termau: Glossary of Terms:	Included in the policy
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	Local Partnership Forums Local Negotiating Committee Consultation with all staff via Global Email as required Staff Partnership Forum – 28 February 2023

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Unforeseen and unbudgeted costs of investigations and/or defence of any legal action could arise from non-adherence to the Policies
Ansawdd / Gofal Claf: Quality / Patient Care:	Staff accessing written control documentation which is out of date, no longer relevant or contradicts current guidance may have a negative effect on the quality, safety and experience of care. It may also lead to unwarranted variation in care delivery
Gweithlu: Workforce:	The policies and procedures apply to all staff unless expressly stated as otherwise in the scope.
Risg: Risk:	The presence of written control documentation on the intranet, outside of the Policies, Procedures and other Written Control Documentation intranet webpage, may result in staff accessing documents which are out of date, no longer relevant, or contradicting current guidance.
Cyfreithiol: Legal:	It is essential that the UHB has up to date policies and procedures in place which comply with legislation as a minimum standard.
Enw Da: Reputational:	Failure to apply the appropriate entitlements under the legislation and policy framework effectively may lead to formal complaints which may have a reputational impact.

Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	<p>A summary equality impact assessment has been undertaken for Policy 315, 340 and 436 and are attached.</p> <p>The current EQIA remains valid for the remainder of the Policies due to the minor changes made.</p>