



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

| | |
|--|--|
| DYDDIAD Y CYFARFOD: DATE OF MEETING: | 04 April 2022 |
| TEITL YR ADRODDIAD: TITLE OF REPORT: | Employment Policies Review Update |
| CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR: | Lisa Gostling, Director of Workforce and Organisational Development (OD) |
| SWYDDOG ADRODD: REPORTING OFFICER: | Lisa Gostling, Director of Workforce and Organisational Development (OD) |

**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

The People, Organisational Development and Culture Committee (PODCC) is requested to consider and approve the extension to the review dates of the employment policies identified within this report to 31st March 2023.

Cefndir / Background

All HDdUHB employment policies and equality impact assessments are reviewed on a 3-yearly basis.

Asesiad / Assessment

Extensions to the review dates of the employment policies identified within this report until 31st March 2023 are requested to allow sufficient time and resources to establish each individual policy review group in accordance with the new policy review process which was agreed in November 2021 and to undertake the policy review process in a structured and focused manner.

The process relating to the review and development of existing and new workforce policies is now referenced as Planning Objective (PO) (1f). PODCC has previously agreed to the extension of a number of policies due for review prior to 31st March 2022, whilst the new process was being rolled out. The agreement was to extend all current policies (with an imminent review date) to 31st March 2022. This report indicates the progress made to date, the priority order agreed by the Stakeholder Group and also recommends that all policies due for review between 31st March 2022 and 30th September 2022, are further extended until 31st March 2023. This is to ensure appropriate governance is in place.

The process adopted to review employment policies, to ensure inclusion of stakeholders, users and those who have been the subject of policies, has previously been agreed by PODCC. We are

now at the point where work has commenced on the initial phase of the individual review of each policy. However, this will take time with a suite of 45 policies to timetable for review. The work entails establishment of a bespoke review group, research, analysis and review or re-drafting of each existing policy into guidance, principles and/or flowcharts. Upon completion, the revised document will be consulted upon with staff via Global email, local and staff partnership forums and then submitted to PODCC for approval.

The initial three policies have been identified for review by end of March 2022 – Retirement, Overpayments and Enhanced Sick Pay Provision and will then be submitted through the consultation and approval process. Three separate and distinct policy groups have been established and have agreed their individual terms of reference for the respective reviews. Each of these groups has been meeting weekly on a task and finish basis. These groups are holding their final meetings week commencing 21st March 2022 and from there consultation will begin. These policies will be submitted for approval to PODCC by June 2022. It is intended that these three groups will establish the parameters which all other groups will follow, albeit timescales for meeting may become less intensive as work progresses.

PO (1f) requests a wholesale review of all local policies and is resource intensive in terms of both time and people commitments. This objective had been led by the former Head of Workforce until their departure in December 2021 and the Workforce & OD Department is grateful for the work undertaken to date in terms of delivery on this objective and set the groundwork for the reviews that will follow. However, due to the large number of policies, there is a further need to extend the review dates of those policies now due for review by 31st March 2022, in order to appropriately timetable them in the priority order they have been assigned by the Stakeholder Group and be diligent in the consideration of the changes that may be required.

Since the initial request to extend a large number of the policies listed below was made in November 2021, further policies have naturally become due for review. We are therefore in the unfortunate position of requiring to play "catch-up", which will put further pressure on the resources available to conduct a thorough review.

It is therefore requested that all review dates below are extended to:-

1. Enable the All-Wales review to be completed and rolled out;
2. Allow sufficient time to research and implement a revised local policy or adapt an existing policy into core principles, guidance and/or flowcharts.

Whilst a number of the policies have already been programmed for review in-year, a single extension date allows for a simple process for extension should the focus be required to divert from policy review to other activities to meet business needs. Whilst the Stakeholder Group only identified policies for review by June 2022, the Workforce Team has sought to provide indicative timelines for review of all the policies listed below due for review based on discussions with Workforce pillar leads.

| Priority Order Timeline | |
|-------------------------|--------------|
| All Wales | As advised |
| 1 | June 2022 |
| 2 | October 2022 |
| 3 | March 2023 |

| Ref | Title/link | Current review date | All Wales Policy | Priority Order Timeline |
|-----|---|---------------------|------------------|-------------------------|
| 389 | Expenses Policy | 31.3.22 | All Wales | As advised |
| 488 | Upholding Professional Standards in Wales - Disciplinary Procedure for Medical and Dental Staff | 31.3.22 | All Wales | As advised |
| 465 | Social Media Policy | 31.3.22 | All Wales | As advised |
| 204 | Secondment Policy | 31.3.22 | All Wales | As advised |
| 573 | Organisational Change Policy | 31.3.22 | All Wales | As advised |
| 201 | Disciplinary Policy and Procedure | 31.3.22 | All Wales | As advised |
| 435 | NHS Staff to Raise Concerns Procedure | 31.3.22 | All Wales | As advised |
| 203 | Capability Policy | 31.3.22 | All Wales | As advised |
| 768 | Managing Attendance at Work Policy | 31.3.22 | All Wales | As advised |
| | | | | |
| 299 | Registration and Re-Registration Of Health Professionals Policy | 31.3.22 | | 1 |
| 582 | Term Time Working Policy | 31.3.22 | | 1 |
| 158 | Redeployment Policy | 31.3.22 | | 1 |
| 126 | Work/Life Balance - Flexible Working Policy | 31.3.22 | | 1 |
| 127 | Ordinary Parental Leave Policy | 31.3.22 | | 1 |
| 438 | Shared Parental Leave Procedure | 31.3.22 | | 1 |
| 128 | Maternity, Adoption and Paternity Leave Policy and Procedure | 31.3.22 | | 1 |
| | | | | |
| 558 | Management of Nursing Midwifery Medication Errors/Near Misses Policy | 31.3.22 | | 2 |
| 436 | Rostering Policy | 31.3.22 | | 2 |
| 113 | Learning and Development Policy | 31.3.22 | | 2 |
| 045 | Personal Development and Review Policy | 31.3.22 | | 2 |
| 100 | Organisational Induction Policy | 31.3.22 | | 2 |
| 109 | Time in Lieu Procedure | 31.3.22 | | 2 |
| 072 | Submission of Information to Payroll for Payment of Staff for WOD | 31.3.22 | | 2 |
| 121 | Relocation Expenses Policy | 31.3.22 | | 2 |
| 603 | EAGLE Strategy - Employer-led Regulation and Registration System - Assistant Practice | 31.3.22 | | 2 |

| | | | | |
|---|--|---------|-----------|---|
| | Advanced Practice, Extended Roles, New Roles and Competence | | | |
| 247 | Dealing with Anonymous Letters and Other Anonymous Communications Regarding Members of the Workforce | 31.3.22 | | 2 |
| 340 | Staff Psychological Well-Being Policy | 31.3.22 | | 2 |
| 713 | Honorary Contracts Procedure | 31.3.22 | | 2 |
| 001 | Adverse Conditions Policy | 31.3.22 | | 2 |
| 464 | Industrial Injury Claim Procedure | 31.3.22 | | 2 |
| | | | | |
| 283 | Alcohol and Drug/Substance Misuse Policy | 31.3.22 | | 3 |
| 313 | Study Leave Policy for Medical Dental Staff | 31.3.22 | | 3 |
| 139 | Uniform and Dress Code Policy for all Health Board Staff | 31.3.22 | | 3 (N.B. likely to become an All-Wales Policy) |
| 748 | General Data Protection Employees Policy - Workforce Related Employee Data | 31.3.22 | | 3 |
| 107 | Volunteers Policy | 31.3.22 | | 3 |
| 291 | Personnel Employee Records Management Policy | 31.3.22 | | 3 |
| 315 | Flexible Deployment of Staff Procedure | 31.3.22 | | 3 |
| | | | | |
| Other policies due for review by September 2022 | | | | |
| 786 | Menopause Policy | 19.3.22 | All Wales | As Advised |
| | | | | |
| | Time Off for Medical/Dental Appointments during normal working hours Policy | 19.3.22 | | 3 (N.B to be linked to All-Wales Special Leave Policy) |
| 284 | Providing Employment References Policy | 19.4.22 | | 3 |
| 099 | Use of Overtime for all Employees Policy | 15.5.22 | | 3 |
| 334 | Personal Relationships at Work Policy | 15.5.22 | | 3 |
| 349 | Referral of Staff to the Disclosure and Barring Service (DBS) Policy and Guidance | 30.7.22 | | 2 |
| 111 | Annual Leave Policy | 6.9.22 | | 3 |
| 042 | Guidance on Starting Salaries | 6.9.22 | | 3 |

Assurance has been provided by the Head of Workforce that each policy document above remains fit for purpose during the extension period based on current legislation.

N.B.

- Other local policy reviews will be undertaken in accordance with their scheduled review dates.
- All-Wales policies will be reviewed in line with changes notified at an All-Wales level for implementation.

Should any legislation change in year, then the policy review date may be brought forward to ensure we remain legally compliant.

Argymhelliad / Recommendation

The People, Organisational Development and Culture Committee is requested to consider and approve the extension to the review dates of the employment policies identified within this report to 31st March 2023.

| Amcanion: (rhaid cwblhau) Objectives: (must be completed) | |
|--|--|
| Sub-Committee ToR Reference: Cyfeirnod Cylch Gorchwyl yr Is-Bwyllgor: | 3.13 Approve Workforce and Organisational Development policies and plans 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): | Governance, Leadership and Accountability 7.1 Workforce |
| Amcanion Strategol y BIP: UHB Strategic Objectives: | Not Applicable |
| Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement | Develop a sustainable skilled workforce |

| Gwybodaeth Ychwanegol: Further Information: | |
|--|--------------------------------|
| Ar sail tystiolaeth: Evidence Base: | Not Applicable |
| Rhestr Termau: Glossary of Terms: | Included within body of report |

| | |
|---|---------------------------|
| Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee: | Workforce Management Team |
|---|---------------------------|

| Effaith: (rhaid cwblhau) Impact: (must be completed) | |
|---|---|
| Ariannol / Gwerth am Arian: Financial / Service: | Not Applicable |
| Ansawdd / Gofal Claf: Quality / Patient Care: | Not Applicable |
| Gweithlu: Workforce: | All policies apply to all employees |
| Risg: Risk: | All employees must adhere to policies in line with their terms and conditions of employment |
| Cyfreithiol: Legal: | Not Applicable |
| Enw Da: Reputational: | Not Applicable |
| Gyfrinachedd: Privacy: | Not Applicable |
| Cydraddoldeb: Equality: | Not Applicable |