



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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	13 June 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Workforce & Organisational Policies
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce and Organisational Development and Deputy Chief Executive
SWYDDOG ADRODD: REPORTING OFFICER:	Heather Hinkin, Head of Workforce

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 recommendations in relation to the documents listed below.

1. Policies yet to be presented for consideration

Committee has requested an update each meeting on those policies that are not on track and for a brief explanation to be provided.

A request for extension of these local policies together with rationale can be found in the next section.

2. Policies proposed for removal

The following policy is proposed for removal from the local policy framework as it is no longer required as a standalone policy:-

- 389 – Expenses

3. All Wales Policy Update

We have not received an updated quarterly schedule in the period.

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.

A desktop review was undertaken when considering whether the Expenses Policy could be removed.

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

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

Local Policy - Extension Requests

Policy Lead Area	Policy Name	Rationale	Extend To
Education Liaison Service	112 - Preceptorship	Policy currently at consultation stage with partnership forums. Due for consideration at Staff Partnership Forum on 6 August 2024.	31/8/24
Medicines Management	558 - Medication Errors	Policy currently at consultation stage – due to go to Quality, Safety and Experience Committee in July and will also be submitted to next cycle of partnership forum meetings.	31/10/24
Recruitment with All Wales Policy Review Group	121 - Relocation Expenses	We are waiting for the approved version of the All Wales policy following the recent consultation on the final draft. It is therefore more prudent to extend rather than review our local policy at this time.	31/10/24

2. Policies for removal

A desktop review was undertaken when considering whether the Expenses Policy could be removed. The rationale for its removal is outlined below: -

Policy	Rationale
389 - Expenses	<ul style="list-style-type: none"> It is proposed to remove this policy as it is already covered in more detail by Section 17 and 18 of the Agenda for Change (AfC) Terms and Conditions Handbook and in the NHS Wales Travel & Subsistence Policy which was agreed by all Organisations and is accessible when logging on to the Expenses system. It is further proposed to add a copy of the NHS Wales Policy to our intranet site for ease of access.

Asesiad / Assessment

Extension of the three policies is needed to enable our policies to retain a current review date. The proposal to remove the above policy has been shared with the Local Partnership Forum Chairs.

Following approval of the recommendations contained below, the Expenses Policy will be removed from the intranet site and a copy of the NHS Wales Travel & Subsistence Policy will be uploaded in its place.

Argymhelliad / Recommendation

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

- **EXTEND** the Preceptorship, Medication Errors and Relocation Expenses policies as detailed above.
- **REMOVE** the Expenses Policy for the reasons outlined above.

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.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	N/A
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	6. Person-Centred 2. Timely 3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	2. Culture and valuing people
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	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:	N/A
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	N/A

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	N/A
Ansawdd / Gofal Claf: Quality / Patient Care:	Staff accessing written control documentation which is out of date, no longer relevant or contradicts current guidance.
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:	N/A
Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	N/A