



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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	18 February 2025
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Workforce and Organisational Policies
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Lisa Gostling, Director of Workforce and Organisational Development (OD) and Deputy Chief Executive
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Heather Hinkin, Assistant Director of People Management

**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 note or approve the recommendations in relation to the documents listed below.

In so doing, 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 documents and that the documents are in line with legislation/regulations, available evidence base and can be implemented within the Health Board.

Details of any policies and, in this case, the Charter are outlined in the next section.

**1. All Wales Charter for approval**

Committee is asked to adopt the following All Wales Charter :-

- All Wales Specialist, Associate Specialist and Specialty Doctor (SAS) Charter

**2. All Wales Policy updates**

Not available at this time as we have not received an updated All Wales policy schedule during the period, however the Committee is asked to re-consider an earlier decision in relation to extant policy dates.

**3. Policies yet to be presented for consideration**

The Committee has requested an update at each meeting on those policies that are not on track and for a brief explanation to be provided. A request for extension of three local policies together with rationale can be found in the next section.

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. In addition, All Wales documents, which require adoption and or action on the part of individual Health Boards are brought to this Committee for consideration/assurance.

## **1. All Wales Policy for adoption**

### **All Wales SAS Charter (new)**

- This charter was issued by NHS Employers on 13 January 2025 and was discussed at the Local Negotiation Committee (LNC) on 31 January 2025. At this meeting, it was agreed to present the charter to the People Committee as part of our own internal governance process prior to commencing the work to assess our progress and develop an action plan in partnership with our LNC to fully implement its requirements.
- The charter includes good practice around contracts, job planning, support and recruitment. In essence, it is an evaluation tool.
- Once adopted, work will commence with the LNC to map, and updates will be presented quarterly to the LNC for discussion.
- The LNC will work towards reaching a joint agreement on the proposed implementation status and any necessary actions required.
- Each September, the employer's Fatigue and Facilities Charter lead will prepare an annual report for the LNC outlining the organisation's overall compliance with the charter and steps required to achieve full compliance.
- The final report, including the LNC's feedback, will be submitted to People Committee and will also be sent to the Medical and Dental Business Group (MDBG) who provide oversight on compliance across Wales.
- The organisational annual reports will finally be compiled into a national report every December. This report will allow the British Medical Association (BMA), Welsh Government, and NHS Wales Employers to monitor implementation and compliance across Wales.

## **2. All Wales Policy updates**

We have not received an updated policy schedule during the period. As Committee will be aware, we were advised by NHS Employers on 8 June 2023, that the Welsh Partnership Forum Business Committee, agreed to a revised approach to the review of All Wales policies and procedure i.e. key prompts for review and an option for a transactional review where changes/updates to an existing policy are more administrative than material.

The Welsh Partnership Forum Business Committee also confirmed that All Wales W&OD policies remain extant until replaced by an updated version approved by the Welsh Partnership Forum. However, when People Committee considered the removal of policy review dates on All Wales Policies it made the decision not to approve their removal. The action as noted in Committee's meeting on 17 August 2023 is as follows:-

*The removal of all review dates in our All-Wales policies and in future receive a quarterly schedule of All-Wales Policies to their current position, was NOT APPROVED.*

This is therefore a further recommendation to review this decision in light of the value of listing All Wales policies due for review for future Committee's – where this is no longer a review date associated with them at an All Wales level – in effect we would need to add a national date in future (merely aligned to our own internal governance process) which will bear no reality to subsequent policy reviews.

## **3. Policies yet to be presented for consideration**

Listed below are three policies that are outstanding in terms of our three-year timetable for review, together with rationale and proposed new review date.

Recruitment with All Wales Policy Review Group	121 - Relocation Expenses	We are still waiting for the approved version of the All-Wales policy following the consultation on the final draft. It is therefore more prudent to extend rather than review our local policy at this time.	31/06/25
Strategic Partnerships	133 – Equality, Diversity & Inclusion Policy	Staff Partnership Forum was cancelled, revised policy therefore awaiting progress to this final stage prior to submission to Committee for approval.	31/05/25
Medicines Management	558 - Medication Errors	Policy has been to Quality, Safety and Experience Committee (QSEC) and to the local and Health Board Staff Partnership Forums and LNC. It also required approval by the Medicines Management Operational Group (MMOG) prior to submission to People Committee. MMOG requested some further actions be taken at its last meeting and is due to re-consider this policy at its March meeting.	31/05/25

From 1 April 2025, we will commence on the next three-year cycle review period.

### Asesiad / Assessment

The new All Wales SAS Charter has been shared with the Local Negotiating Committee (LNC) and is scheduled to become a standing agenda item for its subsequent meetings.

A screening Equality Impact Assessment (EqIA) was not submitted with this Charter as it is designed to be an evaluation tool.

Following approval of the recommendation below, the Charter will be uploaded as a toolkit on the Health Board's internal 'SharePoint' site and work will commence to evaluate our current standing.

### Argymhelliad / Recommendation

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

- Adopt the All-Wales SAS Charter and receive a copy of the annual report for the MDBG for information and/or assurance in October 2025.
- Remove policy review dates for All Wales policies, noting their extant position.
- Extend the review date of the three policies outlined above.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
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 <a href="#">Quality and Engagement Act (sharepoint.com)</a>	6. Person-Centred 2. Timely 3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	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: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	5. Offer a diverse range of employment opportunities which support people to fulfill their potential

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Legislation, national policy, terms and conditions
Rhestr Termiau: Glossary of Terms:	N/A
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	N/A

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b>	N/A

<b>Financial / Service:</b>	
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Staff accessing written control documentation which is out of date, no longer relevant or contradicts current guidance.
<b>Gweithlu: Workforce:</b>	The charter applies to SAS Doctors.
<b>Risg: Risk:</b>	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.
<b>Cyfreithiol: Legal:</b>	It is essential that the UHB has up to date policies and procedures in place which comply with legislation as a minimum standard. The charter will support the implementation of the Fatigue and Facilities Charter that is already ongoing (including its links to working time).
<b>Enw Da: Reputational:</b>	N/A
<b>Gyfrinachedd: Privacy:</b>	N/A
<b>Cydraddoldeb: Equality:</b>	N/A