



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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	03 April 2023
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Workforce Policies
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Lisa Gostling, Director of Workforce & Organisational Development (OD)
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Lisa Gostling, Director of Workforce & 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**

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 documents listed below.

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.

**1. Revised Policies for approval**

- None to approve due to Staff Partnership Forum taking place post this meeting.

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

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

There remains a small number of policies (four) that require an extension to enable a review to be undertaken and therefore approval is being sought to extend them. Details of these policies can be found in the next section, and they have been sub divided into local and All Wales policies.

**3. Documents for Information**

- Guidelines on referring employees to the Occupational Health Service
- Guidance – Personal Relationships at Work
- Key points to consider when providing an employment reference
- Template for providing factual references

#### **4. Policies proposed for removal**

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

- 284 - Providing Employment References
- 291 - Personnel Employee Records Management
- 334 – Personal Relationships at Work
- 336 – Referral of Employees to the Occupational Health Service Guidelines
- 748 - General Data Protection Employees Policy - Workforce Related Employee Data

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#### **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 are reviewed by a Task & Finish Group which includes colleagues from, for example, Payroll, Workforce & OD, operational management leads and Trade Union (TU) representatives. Some of the reviews also included representatives from the Black, Asian and Minority Ethnic (BAME) Advisory Group. The specific changes are listed as follows:

##### **1. Policy for approval**

N/A

##### **2. Policies yet to be presented for consideration – extension requests**

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

##### **2a Local Policy - Extension Requests**

Policy Lead Area	Policy Name	Rationale	Extend To
Workforce	Supporting Transgender Staff	Awaiting Stonewall feedback	30/06/2023
Learning & Development	Volunteers	Delay due to awaiting lead to commence in post. Now in progress and will be available to present for approval to PODCC's next meeting in June 2023.	30/06/2023
Corporate Nursing	Preceptorship Policy for Newly Qualified Nurses and Midwives	Policy review underway and will be available to present for approval to PODCC's next meeting in June 2023.	30/06/2023

## 2b 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
465 - Social Media	31/03/2024 – review not commenced

### 3. Documents for Information

These documents enable the current policy to be retired and replaced with guidance, flowcharts or template documentation.

- Guidelines on referring employees to the Occupational Health Service
  - It is proposed to remove the policy and replace it with this guidance document.
  - The document has been reviewed by the Head of Occupational Health and remains fit for purpose.
  - Minor changes have been made in that the document has been transferred to the new template and converted to guidelines rather than retain it as a policy. A typing error has been corrected. The scope has also been amended to reflect the main body of the document and the word 'policy' has been removed throughout.
  - Global staff consultation was not required due to the minor changes made.
  - The EQIA has been updated in line with the new template.
- Guidance – Personal Relationships at Work
  - It is proposed to remove the policy and replace it with this guidance. This has followed the Human Resources (HR) disrupted approach which has seen the document reduce by more than 50% without having to make any substantive changes to content.
  - Global staff consultation was not required due to the minor changes made.
  - The document has been presented to staff side for consultation.
  - A summary Equality Impact Assessment (EQIA) has been updated in line with the new template.
- Key points to consider when providing an Employment Reference and Template Reference
  - It is proposed to remove the policy and replace it with this guidance.
  - This guidance and the template provide a framework for the provision of factual employment references in a timely manner and in accordance with the General Data Protection Regulation.

#### **4. Policies proposed for removal**

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

Policy	Rationale
284 - Providing Employment References	The policy did not assist managers with the completion of a factual reference. Proposal is therefore to remove the policy and replace it with some guidance for managers, a flowchart and template reference.
291 - Personnel Employee Records Management	Discussions with Information Governance has confirmed that this policy is not required, and duplicates information held elsewhere. All of the information is already contained in a Workforce Privacy Notice which includes more detail to comply with the legislation. This document therefore adds no value. Proposal is to remove.
334 – Personal Relationships at Work	The policy was more akin to guidance to support managers when considering any potential conflict rather than a policy framework.
336 – Referral of Employees to the Occupational Health (OH)Service	The document provided managers with guidance and a process to follow when making a referral and was already headed as guidelines in the policy title.
748 - General Data Protection Employees Policy - Workforce Related Employee Data	Discussions with Information Governance has confirmed that this policy is not required, and duplicates information held elsewhere. All the information is already contained in a Workforce Privacy Notice which includes more detail to comply with the legislation. This document therefore adds no value. Proposal is to remove.

#### **Asesiad / Assessment**

##### **Policies proposed for removal**

In terms of 334 – *Personal Relationships at Work*, a policy group was formed to review this Policy however, the group's consideration of the document resulted in a shorter guidance document being created and agreement reached to remove the policy.

Where required a screening Equality Impact Assessment (EqIA) has been updated for a number of the documents following advice from the Corporate Policy Office.

The revised documents have been shared with the Local Partnership Forums and the LNC. The Guidance on employment references was also shared with members of the BAME Advisory Group and a number of comments received, which have been incorporated into the documents. The Staff Partnership Forum has received the attachments for noting at its meeting on 4 April 2023.

Documents that apply to Medical and Dental colleagues have been shared with the Local Negotiating Committee (LNC) for information.

Following approval of the recommendations contained below, all documents will be uploaded/updated on 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.
- Extend the following policies in accordance with the dates outlined above:
  - Supporting Transgender Staff
  - Volunteers
  - Preceptorship Policy for Newly Qualified Nurses and Midwives
  - All-Wales Social Media
- Note the following documents for information:
  - Guidelines on referring employees to the Occupational Health Service
  - Guidance – Personal Relationships at Work
  - Key points to consider when providing an employment reference/Template for providing factual references
- Retire the following policies:
  - 334 – Personal Relationships at Work
  - 336 – Referral of Employees to the OH Service
  - 284 - Providing Employment References
  - 291 - Personnel Employee Records Management
  - 748 - General Data Protection Employees Policy - Workforce Related Employee Data

### **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 PODCC 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
Amcanion Cynllunio Planning Objectives	1F HR Offer (induction, policies, employee relations, access to training )
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	5. Offer a diverse range of employment opportunities which support people to fulfill their potential

<b>Gwybodaeth Ychwanegol: Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Legislation, national policy, terms and conditions
Rhestr Termau: Glossary of Terms:	Included in each document
Partion / 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  Staff Partnership Forum – 4 April 2023

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Unforeseen and unbudgeted costs of investigations and/or defence of any legal action could arise from non-adherence to the Policies
<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 policies and procedures apply to all staff unless expressly stated as otherwise in the scope.
<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:</b> <b>Legal:</b>	<p>It is essential that the HDdUHB has up to date policies and procedures in place which comply with legislation as a minimum standard.</p>
<b>Enw Da:</b> <b>Reputational:</b>	<p>Failure to apply the appropriate entitlements under the legislation and policy framework effectively may lead to formal complaints which may have a reputational impact.</p>
<b>Gyfrinachedd:</b> <b>Privacy:</b>	<p>Not applicable</p>
<b>Cydraddoldeb:</b> <b>Equality:</b>	<p>A summary Equality Impact Assessment has been undertaken for Policy Numbers 334, 336 and 447 and is attached.</p>