

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	19 August 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Employment Policies Review Date 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

It is imperative that Hywel Dda University Health Board (HDdUHB) has up to date and accurate written control documentation in order to comply with relevant legislation and minimise any associated risk.

The process adopted to review employment policies to ensure inclusion of stakeholders, users and those who have been the subject of policies in the past is currently being fully reviewed. It is requested that all current review dates of the policies identified below are extended until 31.03.22 to allow sufficient time to research and implement a new local policy review process. Assurance has been provided by the Head of Workforce that each policy document remains fit for purpose during the extension period.

Ref	Title/link	Review dates
283	Alcohol and Drug/Substance Misuse Policy	15.03.21
299	Registration and Re-Registration Of Health Professionals Policy	extended to 31.07.21
582	Term Time Working Policy	extended to 31.07.21
389	Expenses Policy	extended to 31.07.21
436	Rostering Policy	extended to 31.07.21
488	All Wales Upholding Professional Standards in Wales - Disciplinary Procedure for Medical and Dental Staff	extended to 31.07.21
465	All Wales Social Media Policy	extended to 31.07.21
204	All Wales Secondment Policy	extended to 31.07.21
313	Study Leave Policy for Medical Dental Staff	extended to 31.07.21
113	Learning and Development Policy	extended to 31.07.21

045	Personal Development and Review Policy	extended to 31.07.21
100	Organisational Induction Policy	extended to 31.07.21
573	All Wales Organisational Change Policy	extended to 31.07.21
201	All Wales Disciplinary Policy and Procedure	extended to 31.07.21
435	All Wales NHS Staff to Raise Concerns Procedure	extended to 31.07.21
139	Uniform and Dress Code Policy for all Health Board Staff	extended to 31.07.21
158	Redeployment Policy	extended to 31.07.21
109	Time in Lieu Procedure	extended to 31.07.21
072	Submission of Information to Payroll for Payment of Staff for WOD	extended to 31.07.21
121	Relocation Expenses Policy	extended to 31.07.21
603	EAGLE Strategy – Employer-led Regulation and Registration System - Assistant Practice, Advanced Practice, Extended Roles, New Roles and Competence	extended to 31.07.21
126	Work/Life Balance - Flexible Working Policy	extended to 31.07.21
247	Dealing with Anonymous Letters and Other Anonymous Communications Regarding Members of the Workforce	extended to 31.07.21
127	Ordinary Parental Leave Policy	extended to 14.09.21
438	Shared Parental Leave Procedure	extended to 24.05.21
203	All Wales Capability Policy	extended to 31.07.21
748	General Data Protection Employees Policy - Workforce Related Employee Data	14.09.21
107	Volunteers Policy	14.09.21
340	Staff Psychological Well-Being Policy	14.09.21
713	Honorary Contracts Procedure	09.10.21
291	Personnel Employee Records Management Policy	05.11.21
128	Maternity, Adoption and Paternity Leave Policy and Procedure	05.11.21
001	Adverse Conditions Policy	05.11.21
315	Flexible Deployment of Staff Procedure	05.11.21
464	Industrial Injury Claim Procedure	05.11.21
768	HDUHB Managing Attendance at Work Policy	05.11.21

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 above until 31.03.22 are requested to allow sufficient time and resources to establish a new Directorate policy review process and to undertake individual policy reviews.

Argymhelliad / Recommendation

The People, Organisational Development and Culture Committee is asked to consider and approve the extension to the review dates of the employment policies identified above to 31.03.22.

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
Partion / 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