

Reference:	FOI.12409.23
Subject:	Disciplinary Policy
Date of Request:	10 August 2023

Requested:

I see from your website that you operate the All Wales Disciplinary Policy.

Section 12.5 in relation to suspension requires that any and all suspensions must follow a formal Risk Assessment process and that this Risk Assessment must be undertaken monthly as part of the Suspension Review

1. Do you provide your managers (Suspending Officers) with a formal template for this Risk Assessment?
2. Are Suspending Officers told that they must undertake a formal Risk Assessment before any Suspension is made and then every month as part of the formal suspension review, or is it the LHB's assumption that this is fundamentally clear within the Policy.
3. Does the LHB offer formal Suspending Officer training, and if so, is compliance recorded in ESR?

Response:

1. Hywel Dda University Health Board (UHB) confirms that its formal risk assessment template is incorporated into the suspension checklist.
2. The UHB confirms that Suspending Officers are expected to adhere to the All Wales Disciplinary Policy and follow the suspension checklist. Additionally, all suspensions are reported to the Deputy Director of Workforce and Organisational Development (W&OD) monthly, with updates for onward reporting.
3. The UHB confirms that no official Suspending Officer training is provided. The suspension checklist is undertaken by the manager, who is supported by a member of the W&OD team, in terms of completion, as each situation is individual.