



**Agenda Item**

8.2.7

**CTM Health Board**

**Annual presentation of Nurse Staffing Levels**

<b>Dyddiad y Cyfarfod / Date of Meeting</b>	27 November 2025
<b>Statws Cyhoeddi / Publication Status</b>	Open/ Public Not Applicable
<b>Awdur yr Adroddiad / Report Author</b>	Tanya Tye, Senior Nurse Professional practice & Nurse Staffing lead
<b>Cyflwynydd yr Adroddiad / Report Presenter</b>	Becky Gammon, Deputy Executive Director of Nursing
<b>Noddwr Gweithredol yr Adroddiad / Report Executive Sponsor</b>	Richard Hughes, Executive Director of Nursing, Midwifery and Patient Experience.

<b>Pwrpas yr Adroddiad / Report Purpose</b>	For Noting
---	------------

<b>Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/Group)</b>		
<b>Committee / Group / Individuals</b>	<b>Date</b>	<b>Outcome</b>
Internal- Planned Care including Executive Nurse Director, Nurse Director and Senior/ Lead Nurses	8/04/2025 & 4/09/2025	Agreed Establishments
Internal- Paediatrics and Neonates- including Executive Nurse Director, Nurse Director and Senior/ Lead Nurses	9/04/2025 & 2/09/2025	Agreed Establishments
Internal- Unscheduled care including Executive Nurse	10/04/2025/ & 2/09/2025	Agreed Establishments



Director, Nurse Director and Senior/ Lead Nurses		
External- All Wales Nurse Staffing Group	07/04/2025 12/05/2025 02/06/2025 07/07/2025 04/08/2025 01/09/2025	All Wales meeting regarding implementation, governance and reporting in relation to the Nurse Staffing Levels (Wales) Act 2016
Quality, Safety & Experience Committee	18/11/2025	NOTED

<b>Acronyms / Glossary of Terms</b>	
25a Wards	All wards providing nursing care including inpatient, community and specialist wards.
25b Wards	Adult acute medical and surgical inpatient wards and paediatric inpatient wards.

## 1. Situation /Background

The Nurse Staffing Levels (Wales) Act 2016, hereafter referred to as *the Act*, became law on 21 March 2016. The legislation initially applied to all adult acute medical and surgical inpatient wards and came into force in April 2018. An extension of the Act to include paediatric inpatient wards was enacted on 1 October 2021.

Statutory Guidance under the Nurse Staffing Levels (Wales) Act 2016 requires the designated individual—namely, the Executive Director of Nursing—to formally present to the Board the nurse staffing requirements for adult acute medical, surgical, and paediatric inpatient wards. The Act places a duty on health service bodies to ensure appropriate nurse staffing levels are maintained, enabling nurses to deliver care with sensitivity and compassion.

Under Section 25A, Health Boards are required to have robust workforce plans, recruitment strategies, organisational structures, and operational processes in place to support safe and effective nurse staffing across their services.

Section 25B specifies the inpatient wards where there is a statutory duty to calculate nurse staffing levels using a prescribed methodology. This methodology is well established across the Health Board and is supported by a clear governance framework. Wards falling under Section 25B must conduct a biannual acuity audit, led by ward managers and senior nursing staff. The resulting data is triangulated with professional judgement, patient demographics, staffing levels, and a range of pre-defined patient outcomes considered to be nurse-sensitive indicators—such as incidences of patient falls or hospital-acquired skin damage.

This report provides an overview of compliance with Section 25B of the Nurse Staffing Levels (Wales) Act 2016 and outlines any changes or amendments to ward areas and specialities during the period from 1 October 2023 to 30 September 2024.

## 2. Specific Matters for Consideration

Statutory Guidance under the Nurse Staffing Levels (Wales) Act 2016 requires the designated individual, the Executive Director of Nursing, to formally present to the Board the nurse staffing requirements for adult acute medical, surgical, and paediatric inpatient wards.

The Act places a duty on health service bodies to ensure appropriate nurse staffing levels are maintained, enabling nurses to deliver care with sensitivity and compassion. Under Section 25A, Health Boards are required to have robust workforce plans, recruitment strategies, organisational

structures, and operational processes in place to support safe and effective nurse staffing across their services.

Section 25B specifies the inpatient wards where there is a statutory duty to calculate nurse staffing levels using a prescribed methodology. This methodology is well established across the Health Board and is supported by a clear governance framework. Wards falling under Section 25B must conduct a biannual acuity audit, led by ward managers and senior nursing staff. The resulting data is triangulated with professional judgement, patient demographics, staffing levels, and a range of pre-defined patient outcomes considered to be nurse-sensitive indicators, such as incidences of patient falls or hospital-acquired skin damage.

This report provides an overview of compliance with Section 25B of the Nurse Staffing Levels (Wales) Act 2016, and outlines any changes or amendments to ward areas and specialities during the period from 1 October 2023 to 30 September 2024.

### **Adult and Paediatric inpatient wards where Section 25B applies.**

The table below illustrates the number of wards at the beginning and end of the reporting period from 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025. There was a total of 35 Section 25B wards across the Health Board at the time of the June 2025 (illustrated as September 2025 in the table below) bi-annual acuity audit.

	Oct 2024	Sept 2025
Number of Acute Medical inpatient Wards	17	16
Number of Acute Surgical inpatient Wards	16	13
Number of Paediatric inpatient wards	3	3

It is noted that during the reporting period, one ward was repurposed as a surgical ward. The staffing establishments for these wards are detailed in Appendix A.

### **3. Key Risks / Matters for Escalation**

Each of the Care Group Nurse Directors, together with finance and workforce colleagues, participated in discussions regarding the staffing establishment templates and any proposed workforce changes identified following the June 2025 acuity audit.

In addition to informing workforce calculations, the acuity audits supported the Care Group Nurse Directors in their decision-making processes. They reviewed nurse-sensitive quality indicators, such as patient falls, pressure

ulcers, medication errors, and nursing-related concerns—and applied professional judgement when considering amendments to the funded establishment.

#### 4. Financial impact

<b>Breakdown of staffing costs (proposed Uplifts/ decreases following June 2024 acuity audit)</b>		
<b>Site and Ward</b>	<b>Additional requirements</b>	<b>Financial cost</b>
PoWH ward 6	Increase of beds from 22 to 24 Uplift 1 HCSW day and night	£218,095
PoWH ward 7	Increase of beds from 15 to 28 Uplift 1 RN day and night Uplift 1 HCSW day and night	Surgical plan being worked through, no costs provided at present
RGH ward 3	Increase RN day and night	£314,000
RGH ward 10	Decrease 1 RN & HCSW by day and night	Surgical plan being worked through, no costs provided at present
RGH ward 15	Uplift 1 HCSW day and night	£218,095

#### 5.

Following the declaration of a critical incident at Princess of Wales Hospital in October 2024, ten wards were relocated across the Health Board. This necessitated further reviews prior to the next biannual acuity audit.

In accordance with the requirements of the Nurse Staffing Levels (Wales) Act, any changes to ward clinical models, reconfigurations, and staffing requirements were reflected in the designated staffing level templates. These templates were approved by the respective Care Group Nurse Directors and, following their endorsement, formally authorised by the Executive Nurse Director.

#### 6. Assessment

<b>Objectives / Strategy</b>	
<b>Dolen i Nod (au) Strategol BIP CTM / Link to CTMUHB Strategic Goal(s)</b>	Not Applicable
	If more than one applies please list below:
<b>Dolen i Feysydd Strategol BIP CTM / Link to CTMUHB Strategic Areas</b>	Not Applicable
	If more than one applies please list below:
	Not Applicable



<b>Dolen i Ddeddf Llesiant Cenedlaethau'r Dyfodol – Nodau Llesiant / Link to Wellbeing of Future Generations Act – Wellbeing Goals</b> <a href="#">150623-guide-to-the-fg-act-en.pdf (futuregenerations.wales)</a>	If more than one applies please list below:	
<b>Dolen i Hwyluswyr Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (Ilyw.cymru)) / Link to Enablers of Quality (Duty of Quality Statutory Guidance (gov.wales))</b>	Data to Knowledge	
	If more than one applies please list below:	
<b>Dolen i Feysydd Ansawdd (Canllawiau Statudol Dyletswydd Ansawdd (Ilyw.cymru)) / Link to Domains of Quality (Duty of Quality Statutory Guidance (gov.wales))</b>	Safe	
	If more than one applies please list below:	
<b>Effaith Amgylcheddol/ Cynaliadwyedd (5R) / Environmental /Sustainability Impact (5Rs)</b>	No - Not Applicable	
	If more than one applies please list below:	

Impact Assessment		
<b>Ansawdd</b> Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Ansawdd? / <b>Quality</b> Have you undertaken a Quality Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome:	If no, please include rationale below: No impact on patients as this looks at staffing
<b>Cydraddoldeb a'r Gymraeg</b> Ydych chi wedi ymgymryd â Sgrinio Asesiad o'r Effaith ar Gydraddoldeb a'r Gymraeg? / <b>Equality and Welsh Language</b> Have you undertaken an Equality and Welsh Language Impact Assessment Screening?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
	Outcome for Equality (delete as appropriate):  POSITIVE/NEUTRAL NEGATIVE  Outcome for Welsh Language (delete as appropriate): POSITIVE/NEUTRAL NEGATIVE	If no, please include rationale below:  No impact as this looks at staffing levels.
<b>Cyfreithiol / Legal</b>	Yes (Include further detail below)	
	Adherence to the Nurse Staffing Levels Wales Act 2016	
<b>Enw da / Reputational</b>	There is no direct impact on the reputation of the Health Board as a result of the activity outlined in this report.	



<b>Effaith Adnoddau</b> <i>(Pobl /Ariannol) /</i> <b>Resource Impact</b> <i>(People / Financial)</i>	Yes (Include further detail below)
	Any increases to current agreed ward establishments will have a financial implication. These will be reported and discussed at the operational board in partnership with Executive Director of Nursing, People and Finance.

## 7. Recommendations

- Receive the report as **assurance** that the statutory requirements relating to Section 25B wards have been undertaken.
- **Note** the changes to the funded establishments to ensure the Health Board remains fully compliant with the Nurse Staffing Levels (Wales) Act.

## 8. Next Steps

- To continue to audit compliance with the SafeCare Module across 25B wards in the Health Board.
- To continue to support the clinical teams in using SafeCare to its full potential to capture professional judgement and red flags alongside acuity and dependency.
- Review and analyse data to support reviews and potential changes to the establishment and skills mix.
- Continue to progress the implementation and use of SafeCare across community hospitals, mental health services, and palliative care settings.
- Continue to review and report on compliance status, in line with the requirements of the Nurse Staffing Levels (Wales) Act 2016.