



**AGENDA ITEM**

(3.3.4)

**PEOPLE & CULTURE COMMITTEE**

**TERMS OF REFERENCE FOR FACILITY AND FATIGUE COMMITTEE**

<b>Date of meeting</b>	(13/10/2021)
<b>FOI Status</b>	Open/Public
<b>If closed please indicate reason</b>	Not Applicable - Public Report
<b>Prepared by</b>	Dr Nerys Conway. Assistant Medical Director for Medical Workforce
<b>Presented by</b>	Dr Dom Hurford, Executive Medical Director
<b>Approving Executive Sponsor</b>	Executive Medical Director
<b>Report purpose</b>	FOR NOTING

**Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)**

<b>Committee/Group/Individuals</b>	<b>Date</b>	<b>Outcome</b>
Facility and Fatigues Committee	(11/08/2021)	SUPPORTED

**ACRONYMS**

BMA	British Medical Association
NHS	National Health Service
CTM	Cwm Taf Morgannwg
LNC	Local Negotiating Committee

**1. SITUATION/BACKGROUND**

1.1 The Fatigue and Facilities Committee is a group that has been established to implement the BMA's Fatigue and Facilities Charter.

- 1.2 The group will review all aspects of the Fatigue and Facilities Charter which outlines simple steps to improve facilities and reduce fatigue to ensure junior doctors and other staff members can safely, effectively and efficiently care for patients.
- 1.3 BMA Wales, Welsh Government and NHS Wales Employers launched the Fatigue and Facilities Charter in 2020.
- 1.4 All Health Boards in Wales have signed up to the Charter and now must take active steps towards compliance.
- 1.5 The meeting will be chaired by the Assistant Medical Director for Workforce.

## **2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)**

- 2.1 The specific matters the committee will deal with are;
  - Review each core component of the Facilities and Fatigues Charter.
  - Ensure that CTM can provide staff with;
    - Catering of a good standard
    - Minimum standards for rota design
    - Basic education on sleep and working
    - A plan to provide safe and well-lit parking
    - Rest facilities available 24/7
    - A representative to manage implementation
  - Identify areas of the Facilities and Fatigues Charter than need improvement within CTM.
  - Identify areas of the Facilities and Fatigues Charter that demonstrate good practice.
  - Identify areas of the Facilities and Fatigues Charter that need to be raised with the employer.
  - Identify areas of the Facilities and Fatigues Charter where an action plan needs to be brought to the LNC for agreement.
  - Implement the action plan within six months of the date an issue was raised.
  - Identify and escalate any areas not implemented within 6 months to the management board.
  - Write business cases when appropriate.
  - Key Performance Indicator's (KPI) to be developed and monitored for action plans.



### 3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 No formal secretariat support has been arranged.
- 3.2 A quorum for meetings of the Fatigue and Facilities Charter is six members including the Chair of the Meeting.

### 4. IMPACT ASSESSMENT

<b>Quality/Safety/Patient Experience implications</b>	There are no specific quality and safety implications related to the activity outlined in this report.
<b>Related Health and Care standard(s)</b>	Staff and Resources If more than one Healthcare Standard applies please list below:
<b>Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.</b>	No (Include further detail below)  If yes, please provide a hyperlink to the location of the completed EIA or who it would be available from in the box below.  If no, please provide reasons why an EIA was not considered to be required in the box below.
<b>Legal implications / impact</b>	There are no specific legal implications related to the activity outlined in this report.
<b>Resource (Capital/Revenue £/Workforce) implications / Impact</b>	There is no direct impact on resources as a result of the activity outlined in this report.
<b>Link to Strategic Well-being Objectives</b>	Work with communities and partners to reduce inequality, promote well-being and prevent ill-health

### 5. RECOMMENDATION

- 5.1 The People & Culture Committee is asked to **NOTE** the report; and **NOTE** that the Terms of Reference would be reviewed in September 2022.