

## Facilities and Fatigue Committee

### Terms of Reference & Operating Arrangements

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#### Background

The Fatigue and Facilities Committee is a group which has been established to implement the BMAs Fatigue and Facilities Charter. 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. BMA Wales, Welsh Government and NHS Wales Employers launched the Fatigue and Facilities Charter in 2020. All Health Boards in Wales have signed up to the Charter and now must take active steps towards compliance.

#### Purpose

The Fatigue and Facilities Committee will review core components of the BMA Fatigue and Facilities Charter. These core components include;

- Rostering and Rota Design
- Induction and Training
- Common room or 'mess'
- Catering
- Travel and Parking
- Rest facilities for Doctors working on call

The group will look at the core components across CTM and assess what examples of good practice there are and what needs to be improved.

The purpose of both the Charter and the Committee is to improve the environment for Doctors and staff working within CTM. The core components have been designed to address sleep deprivation and fatigue amongst doctors.

This is consistent with the aims of 'A Healthier Wales' and the emphasis which the quadruple aim places on the health and wellbeing of the workforce.

#### Scope and Duties

The Fatigue and Facilities Committee shall monitor the following core components of the Charter across CTM and appropriately escalate any concerns or issues. The Committee shall discuss any concerns with the Local Negotiating Committee (LNC) and agree an appropriate action log.

## Objectives

- 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 6 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.

## Membership

The following shall form the membership of the Fatigue and Facilities Charter;

- Assistant Medical Director for Workforce (Chair and UHB Representative)
- Assistant Medical Director for Education (Vice-Chair)
- Assistant Director for People
- Head of Workforce (CTM)
- Trainee Doctor Representative
- SAS Doctor Representative
- Senior Doctor Representative
- Facilities Representative
- Manager Representative

## Attendance

Members of the Facilities and Fatigue Committee will be expected to attend every meeting and will only nominate a deputy to attend in his / her absence in exceptional circumstances. In the event that a deputy needs to attend the individual will ensure that they are appropriately briefed on the agenda

## **Quorum**

A quorum for meetings of the Fatigue and Facilities Charter is six members including the Chair of the Meeting.

## **Chair**

The Assistant Medical Director for Workforce shall chair meetings and is the nominated CTM representative to manage the implementation of the Charter. In his/her absence the Assistant Medical Director for Education shall chair the meetings.

## **Secretariat**

No formal secretariat support has been arranged.

Action points prepared following the Fatigue and Facilities Charter shall be circulated to members within seven working days and shall be retained as a formal record of the decision making process for a period of seven years.

## **Frequency of Meetings**

The Fatigue and Facilities Charter shall be held on a monthly basis.

## **Reporting**

The Fatigue and Facilities Committee shall report into the LNC. The Action Log will be presented to the LNC during the quarterly LNC meetings.

The Fatigue and Facilities Charter will primarily report into the LNC. However, it is recognised that the work will align with key sub Committees and established management arrangements of the Board. These include but are not restricted to:

- People and Culture Committee
- Management Board
- Executive Team
- Employee Experience Steering Committee

## **Review**

These Terms of Reference shall be adopted by the Committee at its first meeting and subject to review at least on an annual basis thereafter, with approval ratified by the Health Board.