



**AGENDA ITEM**

2.1.3

**PEOPLE & CULTURE COMMITTEE**

**WORKFORCE AND ORGANISATIONAL DEVELOPMENT  
POLICIES**

<b>Date of meeting</b>	8 <sup>th</sup> February 2023
<b>FOI Status</b>	Open/Public
<b>If closed please indicate reason</b>	Not Applicable - Public Report
<b>Prepared by</b>	Claire Nicholas, Head of Policy, Compliance and Agenda for Change
<b>Presented by</b>	Karen Wright, Assistant Director of Policy, Governance and Compliance
<b>Approving Executive Sponsor</b>	Executive Director for People
<b>Report purpose</b>	FOR APPROVAL

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

<b>Committee/Group/Individuals</b>	<b>Date</b>	<b>Outcome</b>
Workforce Policy Review Group	21/10/2022	SUPPORTED
Local Partnership Forum	13/12/2022	

**ACRONYMS**

CTMUHB	Cwm Taf Morgannwg University Health Board
NICE	National Institute for Health Care Excellence



## 1. SITUATION/BACKGROUND

- 1.1 The purpose of the report is to present the People policies set out below.

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

### 2.1 People Policy Review Group Policy

The People Policy Review Group (PPRG) has developed the following policies in partnership. This group is accountable to the Local Partnership Forum. The PPRG is responsible for developing and reviewing policies and procedures and where appropriate endorse them following the consultation process.

### 2.2 Employment Reference Policy

This is a new policy, which describes the process to follow when a reference request is received and sets out the roles and responsibilities of those involved. The Policy is coming back to the People and Culture for approval, following a request at the November 2022 Committee for the policy to be reviewed and amended. **(Appendix 1)**

While there is no legal requirement for the Health Board to provide a reference, it is standard practice within the NHS to provide factual employment references to ensure safe recruitment decisions are made.

The policy provides a standard Health Board Reference Letter template to make sure employment references are provided in a consistent format to avoid any allegations of discrimination or breach of implied term of trust and confidence. The standard Health Board Reference Letter encourages referees to ensure the information provided is factual, fair, accurate and does not provide a misleading overall impression of the employee / former employee.

### 2.3 Employee Wellbeing Policy

This is a new policy and provides a summary of the wellbeing services available to staff, and how this meets CTMUHB's organisational commitments to the health and wellbeing of our employees, as well as the legislative and Department of Health and Social Care, Welsh Government, NICE guidance requirements etc. **(Appendix 2).**

The policy outlines the responsibilities of the Health Board with regards to staff wellbeing and enables employees to understand the services available to protect and promote their own wellbeing.

The Policy is applicable to all directly employed employees of the Health Board including temporary staff and student placements.

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

- 3.1 The above policies meet all legal and contractual obligations and reflect best practice.
- 3.2 The above policies have been developed in partnership with trade union colleagues.

### 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>	Yes  Available from Claire Nicholas, Head of Policy Compliance and A4C
<b>Legal implications / impact</b>	Yes (Include further detail below) There could be legal implications if the policies are not adhered to, as identified, if applicable, within the relevant policies.
<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 Goals</b>	Sustaining our Future

## 5. RECOMMENDATION

- 5.1 The People and Culture Committee are asked to **APPROVE** the Employment Reference Policy and the Employee Wellbeing Policy for implementation across the Health Board.