

Item: 19

Title: Workforce update

Gweithredu / Action required	For information
Amseru / Timing	Routine
Argymhelliad / Recommendation	That the Board notes the contents of this report.
Risg / Risk	<p>CR1 – People and skills – ensuring that we retain and acquire the skills mix in key areas to ensure we deliver the best services.</p> <p>It also aligns with Risk Appetite RA8 – an eager appetite to helping our people do things differently and better.</p>
Cyllid / Finance	Budgeted new/replacement vacant roles and learning and development opportunities for our people
Amcan Cynllun Corfforaethol / Corporate Plan Objective/Amcan Rhaglen/ Programme objective	<p>WBS 2023 -2024: P7 - Be a well-run, trusted, and ambitious organisation. P6 - Develop our people, attract new people, and support their involvement in our work. P3 - Make it easy to connect with you and our partners, by being accessible and inclusive.</p> <p>Strategy 2024-2027 - Priority 05. Evolve as an organisation to become a mature, well-run, trusted, and ambitious organisation.</p>
Ecwiti, Amrywiaeth a Chynhwysiant / Equity, Diversity & Inclusion	N/A for information only
Cyfathrebu / Communications	<p>Please tick one of the following boxes if this activity will have an impact on:</p> <p>Internal: our people <input checked="" type="checkbox"/></p> <p>External: our customers/partners/stakeholders <input type="checkbox"/></p> <p>External: our organisation’s reputation <input type="checkbox"/></p>
Cymeradwyaeth / Approval/Clearance	Chief Executive
Trafodaethau/ Penderfyniadau	April 2024 update report

Blaenorol / Previous discussions/decisions	
Awdur/ Cyflwyno / Author/presenting	Chief Executive
Dyddiad / Date	17 July 2024
Cefndir / Background	
<p>This report is for information to update Board on the progress on key workforce matters. This includes recruitment, learning and development, skills and behaviours framework, organisational development activity and potential office moves.</p> <p>Progress on the development of a Workforce dashboard style report has been delayed because of unplanned staff absence within the Workforce team. A new style report will be presented to the next meeting of the Remuneration and Terms of Service Committee for consideration.</p>	
Manylion / Detail	
<u>Current recruitment activity</u>	
Jobs at appointment stage	
<ul style="list-style-type: none"> • Strategic Director of Operations & Corporate Services (National team, start date July 22, 2024) • Regional Director (Cardiff and the Vale of Glamorgan region, start date September 9, 2024) 	
Pre-employment checks	
<ul style="list-style-type: none"> • Deputy Regional Director (Neath, Port Talbot & Swansea region) • Complaints Advocate (Gwent region) • Advocacy Support Officer (Cardiff and the Vale of Glamorgan region) • Director of Governance and Finance (National team) 	
Jobs at live advert stage:	
<ul style="list-style-type: none"> • People and Organisational Development Manager (National team, closing date July 31, 2024) 	
Jobs awaiting advertising	
<ul style="list-style-type: none"> • Director of Communication, Engagement & Insights (National team, go live date 19 July 2024) 	
Jobs awaiting evaluation	
<ul style="list-style-type: none"> • Insights and Engagement Officer (National team, role awaiting Job evaluation panel date) 	



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- Board Secretary (National team, role awaiting Job evaluation panel date)

Jobs in development stage:

- Corporate Services Officer (National team, role being refined by advertising manager and people team before moving to evaluation stage.)
- Admin Support Officer (National team, role being refined by advertising manager and People team before moving to evaluation stage)

Currently roles needing full evaluation by a JE panel are taking between 4-6 weeks for completion.

Learning and development

Social care training

Unfortunately, the awarding of the contract for this has been delayed due to issues with the tender and the Strategic Director of Operations, Corporate Services and the Director of People, Well-being and OD are working closely with the procurement department to try and resolve these as soon as possible.

Behaviours framework

Feedback from our people is being collated following the consultation. These comments will now be included in the framework for a future discussion with the Board.

Building effective teams and working together as a single organisation

The final session for the national team was completed last week (July 9, 2024) and we are awaiting the feedback from the facilitators, however all participants stated that they found the session interesting and worthwhile.

Again, any identified actions will form part of our organisational development programme.

Statutory and mandatory e learning

There remains an issue with staff being able to access modules via the Electronic Staff Record and being able to download any data relating to the completion rates of these module. The error could not be rectified by NHS Wales Shared Services Partnership and the platform providers are now investigating the issue as a matter of urgency. We await an update on a completion date.

Potential office moves

Three staff consultations are in progress regarding potential relocation of staff, in line with our commitment to review tenancy arrangements to ensure that the current locations continue to meet the needs of the organisation and offer appropriate facilities for our staff and the public when accessing our services. The 3 regions currently engaged in the process are:

- West Wales, Carmarthen Office – consultation started June 20, 2024 – this consultation ended early at the request of the staff confirmed as they were content with the proposal.
- Cardiff and Vale of Glamorgan region – consultation commenced June 28 is scheduled to run for four weeks.
- National team – consultation commenced July 3 and is scheduled to run for four weeks.

All affected staff have been offered the opportunity to participate in the consultation and visit the proposed new locations. Trades Union colleagues have attended each launch, and all staff questions and answers are collated anonymously and circulated to staff weekly.

The Powys region, Brecon Office, potential move will now start later than originally planned as additional potentially suitable sites have been identified and need to be fully evaluated to see if they can be considered.

Any move will be conducted under the Organisational Change Policy. This will ensure that staff who incur any additional costs as a result of any agreed move will be re-imbursed in line with the policy.