20/10 PROCEDURAL MATTERS

The Chairman formally welcomed Mr Tony Riley, Interim Director of Workforce and OD, and Miss Nina Park, Non-Executive Director, to their first meeting of the Committee.

RESOLVED: That

(1) the minutes of the meeting of the Committee held on 6 May 2010 be confirmed as a correct record and endorsed, subject to the following amendment to Minute 16/10: The Staff Charter – Resolution (3) as follows:-
Substitution of the word ‘may’ with ‘would’ in the first line of Resolution (3).

(2) the verbal updates in respect of the following minutes be noted:-

(a) Minute 15/10 – Staff Survey – Development of Directorate Action Plans – assurance was given in respect of ongoing progress;

(b) Minute 17/10 – Workforce Plan Update – the Workforce Plan was now being reviewed and updated within the context of the overall development of the Service Workforce and Financial Framework (SWaFF); and

(c) Minute 18/10 – All Wales policies – work was progressing on the ‘Partnership Working Policy’ and ‘Trade Union Facilities Agreement’.

(3) following further work undertaken on the Staff Charter (tabled at the meeting and attached as an appendix to these minutes) the revised Staff Charter be recommended to the Board for adoption acknowledging that the document will be the subject of review in approximately twelve months time and that the charter will not be used in connection with any disciplinary or similar formal hearing.

21/10 OCCUPATIONAL HEALTH CONTRACT

The Interim Director of Workforce and OD briefed the Committee on the ongoing work to provide significant improvement in the way in which the organisation engaged with OHU, drawing on the model operated by the Scottish Ambulance Service. Proposals were currently in outline and would be considered shortly by the Management Team. A further report would be made to the next meeting.

RESOLVED: That the position be noted.

22/10 EQUALITY IMPACT ASSESSMENTS (EqIA) - GUIDELINES

The Interim Director of Workforce and OD presented revised guidelines to be introduced to further facilitate Eq1A as an integral part of the organisational decision-making process. The report also outlined the training plan that would accompany roll-out of the guidelines.

The revised guidelines and proforma would be applied to all new policies and strategies and to existing policies/strategies as they were reviewed, albeit an assessment would be undertaken to bring forward any significant material for early consideration and review.
In welcoming the revised guidelines it was proposed that Appendix 1 also include reference to the associated requirement surrounding Age, Faith, Sexual Orientation and Welsh Language; the Human Rights Articles examples be replaced by more ambulance specific and apposite examples; consideration be given to simplification of the documentation for completion such as the initial screening proforma; and a user friendly ‘Quickstart Guide’ be produced for dissemination at the point of implementation.

RESOLVED: That

(1) subject to modification as outlined above, the guidelines be approved;

(2) training for appropriate staff be progressed; and

(3) a review of existing policies be undertaken to prioritise those policies for early review.

23/10 WORKFORCE AND ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING

The Interim Director of Workforce and OD presented a progress report against the HR Key Performance Indicators that had been developed at a previous meeting of the Committee and provided an updated version of the Workforce and OD Directorate’s risk register.

The Committee acknowledged:-

• that a further reviewing of the risk registers and KPI’s would be undertaken in the light of development of the SWaFF;

  (a) roll out of the revised timesheet would address the ‘not known’ sickness absence category whilst balancing this against individuals’ rights and organisational responsibilities to provide intervention and support where required;

  (b) future iterations of the Workforce Plan should show a relief trajectory in relation to the percentage cover agreed as part of the efficiency review negotiations.

  (c) the ongoing work involving Stuart Rouse to enhance and develop employee relations and partnership working.

  (d) the ongoing work of the Executive Team to resolve training facility provision in the South East.
the requirement for further detailed information to be provided at the next meeting in relation to the profiling of staff in terms of age, leavers etc as part of the development of the SWaFF.

RESOLVED: That

(1) the report be received; and

(2) the actions outlined above be progressed and a further update report be presented to the next meeting.

24/10 VOLUNTARY EARLY RELEASE SCHEME 2010

The Chairman, with the agreement of the Committee, agreed to take this item as a matter of urgent business to facilitate progress of a number of early release requests which were in the system.

The Interim Director of Workforce and OD circulated a copy of the NHS Wales VER Scheme for 2010, which it was understood all Local Health Boards across Wales had adopted.

The scheme was to be operated by all NHS employers within Wales and was available to all staff and was voluntary from the employers and employees perspective. Broadly the scheme provided for one months pay for each completed year of continuous service up to a maximum of twelve. Conditions were that Trusts would need to be able to demonstrate:

- a payback period of no more than one year, the funding for the post being permanently removed;
- that the overall reduction in staffing costs was sustainable;
- that applications were weighted against the impact of the loss of the skills and experience of the individual concerned.

RESOLVED: That the Board be advised to formally adopt the scheme.

25/10 MINUTES OF WORKING/STEERING GROUPS

RESOLVED: That the minutes of the following bodies be received:-

(a) National Joint Council – 23 February and 25 May 2010

26/10 TERMS OF REFERENCE FOR WORKFORCE AND OD GROUP; STRATEGIC PRIORITIES FOR 2010/11; AND CORE AGENDA AND SUB-STRUCTURES

RESOLVED: That these matters be deferred for detailed discussion at the next meeting.

27/10 DATE OF NEXT MEETING

RESOLVED: That

(1) the next meeting of the Committee be held on 4 November 2010 as an all day meeting in Newtown with the morning session dealing with formal business and the afternoon session being arranged as a workshop to progress the business outlined in Minute 26/10 above; and

(2) a further report on recruitment/training be considered as part of the review of the Workforce Plan early in the New Year.
WELSH AMBULANCE SERVICES NHS TRUST

The Staff Charter

This charter has been developed from our shared values. The aim of the charter is to promote a culture of openness and mutual respect in which all staff can develop to their full potential within a healthy working environment. We are all committed to the principles on which the Staff Charter is based, paramount to this a shared commitment to put patients first and pledge to uphold these and comply with the Trust’s policies and procedures at all times.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<td>We will be given the opportunity to...</td>
<td>We will take every opportunity to...</td>
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| Be open and honest and to engage in 2-way regular conversations | Participate in regular communications with colleagues  
Talk to our manager if we have concerns  
Ask someone if we don’t know the answer  
Be clear in the message that we are trying to give the public or colleagues. |
| Be fully involved in planning and implementing change | Be open to safe, evidenced based change and innovation in service delivery  
Contribute to and take responsibility for changes to our work to improve the service we deliver  
Find out what is happening and what is planned in the Trust through our manager  
Ensure concerns about quality of service or employment issues are raised through appropriate channels and actively support others to raise such concerns. |
| Work in an environment which encourages learning, innovation and continuous improvement within a positive and fair culture | Take ownership for developing our skills and knowledge portfolio  
Participate in personal development review process  
Openly discuss and share good experiences  
When something goes wrong use this as an opportunity for learning and future improvement. |
| Be provided with a safe working environment | Provide safe, high quality services to the best of our ability through following safe practices  
Keep the work environment safe and healthy for ourselves and others. |
| Be provided with an environment which promotes dignity and respect | Value and respect each other’s differences and contributions  
recognise the legitimate interests we may represent  
Actively listen to our colleagues’ contributions  
Think about what we are about to say or do before we do it to consider the impact on individuals and groups we are taking to/dealing with |
| Encourage each other to take ownership of our work and behaviours | Be accountable for our behaviours and actions  
Be open to legitimate scrutiny from colleagues or the public  
Provide the best quality of work we can achieve |
| Encourage pride in our work, the Trust and our achievements | Recognise and celebrate colleagues’ achievements and act as an ambassador for the Trust at all times |

Name______________________Signed___________________Date