

Item: 11

Title: Organisational Structure

Gweithredu / Action required	For information and approval
Amseru / Timing	Urgent
Argymhelliad / Recommendation	The Board is asked to note the update on recruitment and consider the proposal for an additional role to be added to the structure.
Risg / Risk	<p>The organisation is under resourced, vacant roles are putting additional pressure on our people and could lead to gaps in service delivery.</p> <p>This risk is covered off in the draft corporate risk register presented to Board.</p>
Cyllid / Finance	<p>The Board are asked to consider the proposal for an additional role to be added to the structure. The role is going through the job evaluation process and Llais anticipate it to be graded at band 8C (£70,417-£81,138).</p> <p>The Board can be assured that this role is affordable and that the cost will be met within the overall budget.</p>
Amcan Cynllun Corfforaethol / Corporate Plan Objective/Amcan Rhaglen/ Programme objective	Organisational structure and operational delivery.
Cydraddoldeb / Equality	N/A
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 checked="" type="checkbox"/></p> <p>External: our organisation's reputation <input checked="" type="checkbox"/></p>

Cymeradwyaeth / Approval/Clearance	This report has been cleared by the Chief Executive
Trafodaethau/ Penderfyniadau Blaenorol / Previous discussions/decisions	The Board receives regular updates on the Llais recruitment position.
Awdur/ Cyflwyno / Author/presenting	Chris Davies
Dyddiad / Date	13.10.23
Cefndir / Background	
<p>Since Llais became operation on 1 April 2023, a number of roles have been recruited to.</p> <p>We have also experienced some delays recruiting for a number of reasons, the primary reason being the job evaluation process and time required for translation of job adverts.</p> <p>Whilst the capacity of our workforce has increased as a result of part time staff increasing their working hours, there are still resource pressures across the whole organisation. These pressures have highlighted gaps in the organisations staff structure. This is a risk for the organisation as these gaps will inevitably impact service delivery (please note: that this has been identified as a strategic risk and included in the corporate risk register).</p> <p>Tîm Arwain meet regularly to discuss resource and identify gaps and pressures. As a result of these discussions the need for additional resource has been identified – the detail of which can be found below.</p> <p>This report also aims to provide an overview of where each vacancy is within the recruitment process.</p>	
Manylion / Detail	
<p>The details included in this report were correct on Trac.jobs as of the 9 October 2023.</p> <p>The level of resources required for organisational recruitment remains high as expected:</p> <p>Pre-employment check stage – there are six posts where conditional employment offers have been made:-</p> <ul style="list-style-type: none"> • Administrative Support Assistant (Cardiff & the Vale of Glamorgan) 	

- Administrative Support Officer (Cardiff and the Vale of Glamorgan).
- Governance Manager (National team)
- Administrative Support Officer (Swansea and Neath Pot Talbot)
- Personal Assistant (National team)
- Advocacy Support Officer (Powys)
- Administrative Support Officer (Cwm Taf Morgannwg).

These roles are currently awaiting the pre-employment checks before being able to agree start dates.

Start date confirmed - There are four roles where the pre-employment processes have been successfully completed and start dates confirmed:

- Administrative Support Officer (West Wales) start date 23 October 2023
- Advocacy Support Officer (Cardiff & Vale of Glamorgan) start date 23 October 2023
- Deputy Regional Director (Cwm Taf Morgannwg) start date 30 October 2023
- Finance Manager (National Office) start date 6 November 2023

Jobs at live advert – there are six live vacancies currently:

- Two Advocate roles (North Wales) – interviews planned for October 2023
- Two Advocacy Support Officers (maternity cover in Gwent and a substantive role) – interviews planned for October 2023
- Administrative Assistant (Cardiff and the Vale of Glamorgan) – interviews planned for October 2023
- Administrative and Public Engagement Officer (North Wales) – interviews planned for November 2023

Forthcoming vacancies – we have four jobs that have been evaluated and the job descriptions are being translated. These are :

- Head of Insight and Engagement
- Communications Manager
- e-Communications Officer
- Communications Officer

Jobs to be readvertised – the below role needs to be advertised as we were unable to appoint a suitable candidate:

- Welsh Translator (National Team)

JD's at evaluation panel - the following roles are waiting to be evaluated:

- Head of Digital Content & Communications
- Director of Communication & Engagement

NHS Wales Shared Services Partnership carry out the job evaluation process on behalf of Llais.

An internal review is being undertaken of NHS Wales Shared Services Partnership recruitment processes. Because of this there are limited job evaluation panels available for the next few months. We anticipate that this will significantly delay the recruitment for roles that have not yet been evaluated.

Proposed new role for Board approval

As per paragraph 7.2 of the Boards schedule of internal delegations, it is the Board's responsibility to 'Approve any increase in permanent FTE staff numbers...'

Following the interim appointment to the role of Strategic Director of Operations and Corporate Service, with an agreed assessment as to the sustainability of such a broad portfolio of services for a sole post holder, the CEO and Strategic Directors review has determined that an additional senior role supporting specifically the resource intensive operational element, is required in order to create sufficient capacity for the Strategic Director to be able to devote sufficient time for more strategic and corporate governance elements to safeguard the organisation This role will be for a Director of Operations.

The Strategic Director of Operations and Corporate Services will maintain oversight of this area.

The organisational chart can be found at paper 23-06 (08)a.

Action required:

The Board are asked to approve the additional role of Director of Operations, for which a draft job description has been developed for assessment of banding and is within current budget provisions up to Agenda for Change Band 8C (£70,417-£81,138).