



GIG  
CYMRU  
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WALES

Bwrdd Iechyd  
Addysgu Powys  
Powys Teaching  
Health Board

Information Governance Team  
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Powys LD3 0LY  
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Our ref: IG/FOI/24.R.331

18 September 2024

Sent via email to: [REDACTED]

Dear [REDACTED]

## Request under the Freedom of Information Act 2000

I write further to your request for information, which was received on 20 August 2024, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) does hold the information that you require.

For ease of reference your request is set out below and my response follows.

### Your Freedom of Information (FOI) Request:

I am writing to request information under the Freedom of Information Act 2000, specifically responses to following questions and requests:

1. How many Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Health Board?
2. How many Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) are currently employed by the Health Board?
3. Please list the total number of Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?
4. Please list the total number of Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) by Ward/Department/Unit/Clinic?

Pencadlys  
Tŷ Glasbury, Ysbyty Bronllys,  
Aberhonddu, Powys LD3 0LU  
Ffôn: 01874 711661



Headquarters  
Glasbury House, Bronllys Hospital  
Brecon, Powys LD3 0LU  
Tel: 01874 711661

Rydym yn croesawu gohebiaeth Gymraeg  
Bwrdd Iechyd Addysgu Powys yw enw gweithred Bwrdd Iechyd Lleol  
Addysgu Powys



We welcome correspondence in Welsh  
Powys Teaching Health Board is the operational name of  
Powys Teaching Local Health Board

5. What is the voluntary resignation rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?
6. What is the voluntary resignation rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?
7. What is the total labour turnover rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?
8. What is the total labour turnover rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) over the last 12 months?
9. What is the current vacancy rate for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represents.
10. What is the current vacancy rate for Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker)? Please provide the actual number and what percentage of the FTE total this represents.
11. When were the Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?
12. When were the Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker job descriptions last updated?
13. Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker).
14. Please provide copies the most up-to-date job descriptions and the job descriptions preceding the latest update for Band 3 staff with the following job titles: Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.
15. When was the last time that the roles of Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

16. When was the last time that the roles of Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker were reviewed at a Job Evaluation matching panel?

17. Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 2 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

18. Please provide copies of the Job Matching Report from the most recent Job Evaluation matching panel review of the following roles: Band 3 Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker.

19. Please provide a copy of the Health Board's local Job Evaluation Policy.

20. Please provide copies of the training and competency frameworks used locally for Band 2 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker) and Band 3 staff with the following job titles (Healthcare Assistant, Healthcare Support Worker, Clinical Support Worker, Nursing Assistant, Maternity Support Worker).

21. Please list all Band 2 job titles currently on the Health Boards establishment along with each current vacancy rate?

22. Please list all Band 3 job titles currently on the Health Boards establishment along with each current vacancy rate?

Powys Response:

Q1. I can confirm there are currently 183 band 2 staff with the mentioned job titles employed by Powys Teaching Health Board (PTHB).

Q2. I can confirm there are currently 130 band 3 staff with the mentioned job titles employed by Powys Teaching Health Board (PTHB).

Q3. Please see the table below for the list of band 2 staff with the mentioned job titles broken down by ward, department, unit or clinic.

<b>Department</b>	<b>Headcount</b>
Hospital Nursing	135
Cottage View	7
Mental Health Department	41
Outpatients	1
Total	183

Q4. Please see the table below for the list of band 3 staff with the mentioned job titles broken down by ward, department, unit or clinic.

<b>Department</b>	<b>Headcount</b>
CAMHS	7
Community Nursing & Community Paediatric Nursing	26
Cottage View	7
COVID 19 Mass Vaccination Programme & Womens & Childrens Immunisation	11
Day Hospital	2
District Nursing, In Reach and Neighbourhood Nursing	8
Hospital Nursing	11
Learning Disabilities Community and Nursing	2
Maternity & Sexual Health	3
Mental Health Department	20
Minor Injury Units	8
Outpatients	12
Community Cardiology and Respiratory	5
Theatre	8
<b>Total</b>	<b>130</b>

Q5. I can confirm 70% of the resignations in the last 12 months have been voluntary for this grouping of staff.

Q6. I can confirm 66.67% of the resignations in the last 12 months have been voluntary for this grouping of staff.

Q7. I can confirm the total labour turnover rate for Band 2 staff over the last 12 months was 11.33%.

Q8. I can confirm the total labour turnover rate for Band 3 staff over the last 12 months was 6.95%.

Q9. Please see the table below for the current vacancy rate for Band 2 staff.

<b>Pay Band</b>	<b>Contracted</b>	<b>Budget</b>	<b>Vacancy %</b>
Review Body Band 2	150.31	187.28	- 36.97

Q10. Please see the table below for the current vacancy rate for Band 3 staff.

<b>Pay Band</b>	<b>Contracted</b>	<b>Budget</b>	<b>Vacancy %</b>
Review Body Band 3	98.94	106.79	- 7.85

Q11. The list below outlines dates job descriptions with these titles were last updated based on data held within the Computer Aided Job Evaluation (CAJE) system.

<b>Title</b>	<b>Date</b>
HCSW - Community	2017
HCSW - Generic - Band 2	2020
HCSW - Generic - Band 2	2022
HCSW - Radiography	2021
Health Care Support Worker - Outpatients	2024

Health Care Support Worker (Training role)	2022
Theatre & Endoscopy HCSW	2020

Q12. The list below outlines dates job descriptions with these titles were last updated based on data held within the CAJE system.

<b>Title</b>	<b>Date</b>
Day Assessment Maternity Support Worker - Clinical	2016
Health Care Support Worker - Generic	2017
Healthy Lifestyles Support Worker	2020
Health Care Support Worker	2020
Sexual Health Clinical Support Worker	2020
Health Care Support Worker - Community Mental Health	2022
Theatre & Endoscopy Health Care Support Worker	2022
School Health Support Worker	2023
Health Care Support Worker Eating Disorders	2023
Health Care Support Worker & Immuniser	2023
Community Children's Health Care Support Worker	2023
Health Care Support Worker Mental Health Crisis	2024
Health Care Support Worker - Respiratory	2024

Q13. The CAJE system does not hold a record of the details regarding which job descriptions the latest version replaced. Therefore, we are unable to provide the preceding job descriptions. Please see the attachments below for the current job for the mentioned staff.

Please Note: Health Care Support Worker (HCSW)

- FOI 24.R.331 Attachment 01 - Band 2 HCSW Nurse Training.
- FOI 24.R.331 Attachment 02 - Band 2 HCSW Outpatients.
- FOI 24.R.331 Attachment 03 - Band 2 HCSW.
- FOI 24.R.331 Attachment 04 - Band 2 Radiography HCSW.
- FOI 24.R.331 Attachment 05 - Band 2 Theatre & Endoscopy HCSW.
- FOI 24.R.331 Attachment 06 - Band 2 HCSW (Wards).

Q14. The CAJE system does not hold a record of the details regarding which job descriptions the latest version replaced. Therefore, we are unable to provide the preceding job descriptions. Please see the attachments below for the current job for the mentioned staff.

- FOI 24.R.331 Attachment 07 - Band 3 Day Assessment Maternity Support worker Clinical.
- FOI 24.R.331 Attachment 08 - Band 3 HCSW Community.
- FOI 24.R.331 Attachment 09 - Band 3 HCSW Eating Disorders.
- FOI 24.R.331 Attachment 10 - Band 3 HCSW Mental Health Crisis.
- FOI 24.R.331 Attachment 11 - Band 3 HCSW Respiratory.
- FOI 24.R.331 Attachment 12 - Band 3 HCSW & Immuniser.
- FOI 24.R.331 Attachment 13 - Band 3 HCSW Community Mental Health
- FOI 24.R.331 Attachment 14 - Band 3 HCSW
- FOI 24.R.331 Attachment 15 - Band 3 School Health Support Worker

- FOI 24.R.331 Attachment 16 - Band 3 Sexual HCSW
- FOI 24.R.331 Attachment 17 - Band 3 Theatre & Endoscopy HCSW
- FOI 24.R.331 Attachment 18 - Band 3 Community Children's HCSW
- FOI 24.R.331 Attachment 19 – Welsh copy - Gweithiwr Cymorth Ffyrdd Iach o Fyw (Healthy Lifestyle Support Worker)
- FOI 24.R.331 Attachment 20 – Welsh copy - Gweithiwr Cymorth Gofal Iechyd (Health Care Support Worker)

Q15. Please see question 11 above.

Q16. Please see question 12 above.

Q17. Please see FOI 24.R.331 Attachment 21 for PTHB's Band 2 job matching report.

Q18. Please see FOI 24.R.331 Attachment 22 for PTHB's Band 3 job matching report.

Q19. Please see FOI 24.R.331 Attachment 23 for PTHB's local Job Evaluation Policy.

Q20. Please see FOI 24.R.311 Attachment 24 for the All-Wales Induction Programme for Health and Care Workers supporting Nursing and Allied Health Professionals in acute and community settings.

Q21. The health board uses the budgeted establishment provided by Finance. This is not broken down by banding, therefore, we are unable to provide this information. The vacancy data utilised would therefore be the same as Q9. However, we have attached a list of all job titles associated with this band based on the information held within the ESR position title.

Q22. The health board uses the budgeted establishment provided by Finance. This is not broken down by banding, therefore, we are unable to provide this information. The vacancy data utilised would therefore be the same as Q10. However, we have attached a list of all job titles associated with this band based on the information held within the ESR position title.

Under the terms of the Health Board's Freedom of Information procedure, individuals seeking access to recorded information held by the Health Board are entitled to request an internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request, please contact us directly at the address below or register your complaint via [powysfoi.foi@wales.nhs.uk](mailto:powysfoi.foi@wales.nhs.uk)

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 0330 414 6421.

Yours sincerely



**Mark McIntyre**  
**Deputy Director Workforce & Organisational Development**

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay.