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Ein cyf/Our ref: LR-jb-10-8347  
Welsh Health Telephone Network:  
Direct Line/Llinell uniongychol: 029 2183 6010

**Len Richards**  
**Chief Executive**

29 October 2020

Dear Colleague

As work progresses on the UHW Lakeside Wing and construction is on schedule, I believe this is a timely opportunity to update staff on development.

Darwin Group, our contractors, have assured us that construction remains on track and we expect the following project milestones to be met:

- On 25 November we expect the first phase to be completed where 166 COVID-19 beds will be ready for use.
- On 28 January 2021 we expect phase 2 to be completed where the remaining 234 beds will be ready for use.

We've been keeping staff, patients and the public updated on construction progress through weekly written updates and sharing site pictures as the building develops.

### **Recruitment for the UHW Lakeside Wing**

Although it is hoped that we will not need to open the additional beds at the UHW Lakeside Wing, we can't ignore the evolving, bigger picture as we head into Winter and we continually adapt our services to co-exist with COVID-19.

In the event that we do need to open UHW Lakeside Wing when it's ready then there's inevitably a need to redeploy staff on a temporary basis where their skills and expertise are required most by our patients.

Ideally, we would wish to do this on a voluntary basis first; staff will only be asked to work elsewhere if there is an **absolute need** to maintain safe patient care. In this vein, we request that staff are as flexible as they are able to be.

If you are required to temporarily work in a different area of the Health Board, your line manager will discuss this with you to explain this in more detail and answer any queries you may have.

We are currently calculating the total number of staff required to open the UHW Lakeside Wing, taking roles and professions into account, based on the incremental increase in bed numbers. However, as the Lakeside Wing is on the UHW site, this will make it easier to deploy staff more flexibly.

There has already been a great deal of recruitment that has taken place, with a large number of staff recruited on a Bank only basis so that they can be deployed should we need them. These include Health Care Support Workers, porters and cleaners to name but a few. As soon we know more about recruitment and redeployment, we will update you.

### **Communicating to staff about the UHW Lakeside Wing**

Hopefully you have been following the Tuesday and Thursday COVID editions of CEO Connects where there is an update specifically for staff on the UHW Lakeside Wing. As mentioned at the start of this letter, we also share updates on the Health Board's social media channels and we have a dedicated [webpage](#) which includes the latest information and a comprehensive list of frequently asked questions.

As the project moves at pace and we gather operational information, we recognise the need for a dedicated area for staff to access this information. For Ysbyty Calon Y Ddraig / Dragon's Heart Hospital, we had a section on the intranet but after feedback from some staff, the intranet wasn't easily accessible for all staff members. Because of this, we have decided to host all of the information on the [StaffConnect app](#). We currently share Health Board news and editions of CEO Connects on StaffConnect so you should be familiar with how it works.

To view the information, please head to 'Library' and search for 'UHW Lakeside Wing'; [here](#) you will find all the information for staff we have to date, including this letter. We will continue to add documents and relevant folders to this library so this should be your first port of call if you're looking for operational information. If you've not yet registered to the StaffConnect app, details of how to join can be found [here](#).

If you're interested in what the UHW Lakeside Wing will look like inside, Darwin Group has kindly provided an architect's walkthrough; staff have been given an exclusive first look at this. To view the walkthrough, please visit [StaffConnect](#).

Lastly, I want to thank staff for your efforts as we navigated our way through the first 'peak' of COVID-19 and prepare for the second. 2020 has been an incredibly challenging year and the pandemic is having a continued impact on everyone at Cardiff and Vale UHB and across the NHS. Now is a critical time to focus on our wellbeing and I would encourage departments to consider how they can support the wellbeing of their staff and for colleagues to continue to look out for one another.

Please remember that our [Employee Health and Wellbeing Service \(EWS\)](#) is also here to support you and there's a range of [free, online resources](#) you can access to help your daily wellbeing.

I appreciate all of your determination, hard work and camaraderie through this challenging and ever-changing time and thank you for your ongoing support, not just for the UHW Lakeside Wing but the Health Board's efforts as we face Winter together.

Yours sincerely



**Len Richards**  
**Chief Executive**

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