

Board of Directors: 10.5.18
Agenda Item: Bo.5.18.12

Report from the Workforce Committee

Presented by:	Selina Ullah, Non-Executive Director	Author:	Jacqui Maurice, Head of Corporate Governance
Previously considered by:	N/A		

Key points	Purpose:
1. This paper provides a brief summary of the key matters that were discussed at the meeting of the Workforce Committee which was held on 28 March 2018	To discuss and note

Executive Summary:
The purpose of the Workforce Committee, as set out in its Terms of Reference, is to provide detailed scrutiny of the Foundation Trust's workforce arrangements in order to provide assurance and, if necessary, raise concerns or make recommendations to the Board of Directors.

Financial implications:

Regulatory relevance:

Monitor:	
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Equality Impact / Implications:	<p>Is there likely to be any impact on any of the protected characteristics? (Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sexual Orientation, Health Inequalities, Human Rights)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, what is the mitigation against this?</p>
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Other:	
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Strategic Objective:	To provide outstanding care for patients
<i>Reference to Strategic Objective(s) this paper relates to</i>	To be a continually learning organisation
	To be in the top 20% of NHS employers
	To deliver our financial plan and key performance targets

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Workforce Committee – 28 March 2018

1. Introduction

The purpose of this paper is to advise the Board of Directors of the key matters discussed and provide a brief summary of the agenda items of the Committee held on 28 March 2018.

2. Key matters discussed at the meeting

- Board assurance framework
- Workforce Report: Sickness
- Gender Pay Gap (GPG)

3. Agenda

3.1 Board Assurance Framework

Discussion took place around the following key subjects.

- Sickness
- Corporate risk register restructure.
- Risk Tolerance.
- Risk Appetite.
- Acceptance level - to be discussed at future meetings.
- Metrics.

3.2 Workforce Committee Dashboard

Key items reviewed were

- Sickness
- Appraisals
- Nursing Shifts filled

3.3 Workforce Report

Committee covered the comprehensive report in detail with a particular focus on the following areas.

- Staffing

Overall increase across all staff groups of 21.54 FTE. Noted that the Trust had more leavers than joiners since 2017,

- Social Media

The nursing recruitment campaign via Facebook is well established.

- Overseas Nurses

Appointment of overseas nurses continues with 3 more nurses still going through the process.

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- **Agency**

Substantive appointments in Radiography has reduced agency spend in this area. Overall AHPs employed via agency has gone down and there is an opportunity to widen the skill mix.

- **Consultants**

The Medical Director reported on the difficulties with regard to recruitment across West Yorkshire and Humber in Medical Oncology, Dermatology and Rheumatology.

- **Apprenticeships**

Ongoing work taking place to bring the levy down so that there existed more opportunities to make appointments within the lower bands across the Trust.

- **Flu jabs**

The target for next year will roll over from 2017/18. Nursing staff had the lowest level of uptake of the flu jabs.

- **Sickness**

Absence increased between December 2017 and January 2018 but remained stable in February. Sickness review meetings continue and attendance officers are reviewing the most recent reports looking at reasons for absence against staff groups. HCAs remain a high area of concern

- **Appraisals**

Work continues to promote the use of ESR Manager Self Service to improve recording and reporting of appraisals and to make sure ESR is the only database used.

3.4 Nurse Staffing Data Publication January and February 2018

Committee considered the fill rates per ward along with the head map of related safety metrics. Committee noted that Heads of Nursing and Matrons have an overview of the wards which are reviewed on a daily basis to ensure that staffing levels are safe.

3.5 People Strategy Work Plans – Quarter 3 update

The Committee noted the actions and outcomes to date and requested sight of a governance structure chart demonstrating the hierarchical relationship of the different group along with information on how they work together.

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3.6 Gender Pay Gap (GPG)

The Trust's headline figures are as follows:

- GPG is 27.26%
- Bonus pay gap is 45.76%
- Males are slightly over-represented in quartile 1 (lowest paid staff) but females are significantly under-represented in quartile 4 (highest paid staff)

With regard to the Bonus Pay Gap: the only group of staff who receive a bonus are Consultants, through the Clinical Excellence Awards (CEA). The average pay gap between women and men who receive CEA is 45.76%. Men are slightly more likely to apply for the award compared to overall percentage in the cohort of Consultants. There has been a significant increase in the number of female Consultants over the past few years. The difference in bonus payments may be because more men have been eligible for the payment for a longer period of time compared to women.

3.7 Annual staff survey results 2017

The Committee approved and noted the paper.

3.8 Board Assurance Framework – Top 20% of NHS employers

The Committee to agree in principle the proposed measures to meet the Trust's key performance indicators.

3.9 Workforce Committee Business Work Plan 2018-19

The Committee approved the work plan.

3.10 Items for Corporate Communications

Staff to be made aware of the information available in relation to the Gender Pay Gap

5. Recommendation

The Board of Directors is asked to note the above points.