

**Board of Directors:** 12.7.18  
**Agenda Item:** Bo.7.18.14

## Report from the Workforce Committee

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

<b>Key points</b>	<b>Purpose:</b>
This paper provides a brief summary of the key issues that were discussed at the meeting of the Workforce Committee which was held on <b>30 May 2018</b>	To discuss and note

<b>Executive Summary:</b>
<p style="text-align: center;"><b>Summary report from the Workforce Committee – 30 May 2018</b></p> <p>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.</p> <p>At the meeting held on 30 May there were three key items that the Committee would like to draw to the Board's attention</p> <p><b>1. Update on implementation and maximisation of the use of the apprenticeship levy</b></p> <p>Starting in April 2017 all UK employers in the public and private sector with a pay bill of over £3 million have had to contribute to the apprenticeship levy (0.5% of their annual pay bill). BTHFT has an annual £910,705 Net Levy Payment and is required to achieve a public sector target of 133 apprenticeship starts annually.</p> <p>The Committee covered the focus that needed to be placed on securing management buy-in for the apprenticeship model and ensuring that recruitment plans are finalised. The benefits are already there to be seen at the Trust with proven examples of apprentice appointments being made in areas such as engineering and pharmacy. The Trust has also invested in 'trailblazing projects' such as the ones in development in Theatres and Neonatology. The Committee noted that apprenticeships increased from 78 to 124 in 2017/18 and that the plan for 2018/19 was for 182 apprenticeship starts across 12 apprenticeship standards. This would fully utilise our levy plus generate a saving of £49k</p> <p>The Committee were keen to explore what might be achieved through a much broader approach to integrated work force development; which might open up access to regional development funds. The Committee heard that shared apprenticeship schemes were a work strand through the Airedale, Wharfedale and Craven Integrated Programme Board. This, the Committee believes, could significantly support the delivery of our own strategy in terms of expanding our local recruitment, recruiting more young people and, maximising career pathways.</p> <p><b>2. People Strategy</b></p> <p>The detailed high-level People Strategy Year 2 Work Plan was scrutinised by the Committee. Of note to the Committee is the recognition that the workforce in five to ten years' time will look very different from the one we have now. One of the challenges identified is how to encourage staff to</p>

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embrace technology so they are comfortable and engaged with it and the Committee was clear as it concluded its discussion that there was a need to step out of the comfort zone and up the risk appetite by consciously making those choices to embrace technology.

The Committee has requested a broader horizon scanning piece that identifies trends in terms of workforce and what this means for BTHFT so that we can ensure that we have anticipated and planned well.

### 3. Freedom to speak up

This first annual report on Freedom to Speak Up was considered by the Quality Committee. The Workforce Committee also received the report due to the number of concerns raised over the year that relate to workforce. There were concerns with regard to unacceptable behaviour including bullying and harassment and, in two cases in particular, concerns in relation to the underlying element of racist behaviours. Staff have been brave in bringing these concerns forward and investigations have been undertaken and action taken. Key for the Committee is that the Trust adopts a zero tolerance approach to bullying and harassment. The Director of HR and Head of Equality are currently incorporating the findings from the Freedom to Speak Up annual report and the staff survey into the revised bullying and harassment policy which will be circulated for consultation. Workshops are planned to in tandem with the launch to embed the policy and making absolutely clear that such behaviours will not be tolerated. PC also discussed the values workshops which were being rolled out across the Trust. The Committee drew correlations with the findings from the Staff Survey with regard to bullying and harassment and, noted that new Staff Advocates had now been trained and would be accessible to staff as a support.

New guidance in relation Freedom to Speak up training and development would shortly be published and the Board of Directors is required to complete a self-assessment against the criteria. The Committee has recommended that this all forms part of a Board development session during the next quarter.

### 4. Annual Staff Survey Action Plan

The Committee reviewed in detail the Staff Survey action plan and would like the Board to note that they will be monitoring the delivery of actions and outcomes throughout the Year.

### 5. Recommendation

The Board of Directors is asked to note the summary provided.

#### Financial implications:

Choose an item.

#### Regulatory relevance:

#### Monitor:

Choose an item.

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<b>Equality Impact / Implications:</b>	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	<p><b>Is there likely to be any impact on any of the protected characteristics?</b>          (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>

<b>Other:</b>	
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<b>Strategic Objective:</b> <i>Reference to Strategic Objective(s) this paper relates to</i>	To provide outstanding care for patients
	To be a continually learning organisation
	To be in the top 20% of NHS employers
	To deliver our financial plan and key performance targets
	Choose an item.