

Meeting Title	Board of Directors		
Date	10.01.19	Agenda item:	Bo.1.19.22

Report from the Chair of the Workforce Committee

Presented by	Selina Ullah, Non-Executive Director		
Author	Jacqui Maurice, Head of Corporate Governance		
Lead Director	Pat Campbell, Director of HR		
Purpose of the paper	Update from the Chair of the Workforce Committee on the discussions held at the Committee		
Key control	Strategic Objective: To be in the top 20% of NHS employers		
Action required	To note		
Previously discussed at/informed by	Workforce Committee held 28 November 2018		
Previously approved at:	Committee/Group	Date	

Key Matters Discussed

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.

The Committee would like to draw the Board's attention to the following key items from the meeting held on 28 November 2018.

Key matters discussed

- Model Hospital Data: In line with the matter arising from the Board; the Committee has had sight of the initial data available from the Model Hospital regarding the workforce. It has been noted that validity checks are required to ensure that the information on the site is correct and the most up to date. The Committee responded quite positively to the potential benefits to be had from using the data to support benchmarking in particular and performance improvement however it is important that the Trust determines how managers utilise the intelligence derived from the data to ensure consistency in approach. The Workforce Committee is awaiting the outcomes from the Board Session on 10 January 2019 where the Model Hospital Data will be covered in more detail and has also requested that the data related to Workforce is further reviewed by the Education and Workforce Sub Committee to determine the potential benefits which will be reported back to the Workforce Committee.
- Sickness Levels: The Board will recall that in September the Committee requested an exception report on sickness levels following its scrutiny of the data provided which depicted rolling month on month increases in Trust sickness rates. The exception report was received and discussed in detail by the Committee which noted that the Trust was now in the third year of implementing actions aimed at reducing sickness absence. The Trust had set a target of 4% by the end of March 2019. The lowest rolling absence rate in year had been 4.3% however the Trust has not been able to sustain this. Of the many interventions in place the Committee particularly noted that the Trust had a clear focus on improving the health and well-being of the Workforce. The HR team and Occupational Health services are working more closely together in identifying and working with those areas deemed 'absence hotspots'. The Trust has been successful in appointing a Specialist Physiotherapist to the Occupational Health Department which follows on from the appointment last year of an Occupational Therapist. The Committee also noted that staff are also signposted to a Vocational Consultant provided through 'Access to Work', an organisation which offers help and support with regard to Mental Health Services. However, in reviewing the overall increase in sickness levels during the current year the Trust is not

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expecting to achieve the target of 4%. The Director of HR has advised the Committee that targets are being determined for 2019/20 taking into account run rates from the previous 12 months and utilising benchmarking information.

3. 2018/19 Influenza Vaccination Campaign: The Committee was pleased to note that there had been a take-up rate of 57% - 5% higher than the same period in the previous year. It was clear to the Committee that the Trust should do all it could to support achievement of the CQUIN target set for 28 February 2019 for 75% of frontline staff to receive the vaccine. They noted that actions in place to provide staff with the opportunities for vaccination within their own clinical areas and on all hospital sites.
4. Apprenticeships: The Trust is behind trajectory with regard to apprenticeship appointments. One of the key reasons is the approach to the remuneration of Health Care Assistants who are in receipt of the apprenticeship rate and this has impacted on both recruitment and retention
5. Staff Survey Action Plan: Increasing Engagement: The Committee, as part of each meeting agenda, now routinely allocates time to 'development slots' covering in-depth subjects related to the workforce. In November the Committee invited Lily Hurford, Assistant Director of HR/Head of Organisational Development who covered the developments in relation to staff engagement and the areas of focus for 2019. The presentation is attached at Appendix 1.
6. Equality Report: The Committee considered this to be a positive report which demonstrates that the Trust is making progress across a number of areas. The Committee will be monitoring the outcomes as it is keen to review the impacts of the actions in place to measure their success (or not). The Committee noted the following;
 - The surveys undertaken as a result of the outcomes from the 2017 staff survey which identified that disabled staff and those with long term health conditions reported the worst experiences of working in the Trust.
 - An update on the actions in place for the 'Closing the Gap' action plan where 18 staff volunteers from BAME backgrounds had taken part in training sessions to support their role as volunteers to sit on panels for posts banded 8a and above.
 - The Director of HR would also be developing an Equality Plan - to be produced in consultation with the staff networks - to share with staff, patients, visitors and our partners to highlight the work underway at the Trust.

Board Assurance Framework (BAF)

1. The Committee has agreed that 'Mandatory Training' should also be included on the Workforce Dash Board (as well as that of the Quality Committee).
2. Following a discussion on how to utilise the BAF more proactively the Committee has determined that it would benefit from receiving an exception report from the Education and Workforce Sub-Committee.
3. The Committee confirmed at the end of the meeting that, in light of the papers discussed, the Committee was content with the current narrative recorded in the BAF and the scores reflected.

Recommendation

The Board of Directors is requested to note the work of the Workforce Committee.

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Appendix 1



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Increasing engagemen

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