

Meeting Title	Board of Directors		
Date	Thursday 7 March 2019	Agenda item	Bo.3.19.39

Workforce Report

Presented by	Pat Campbell, Director of Human Resources		
Author	HR Team		
Lead Director	Pat Campbell, Director of Human Resources		
Purpose of the paper	To provide a summary of key workforce indicators as well as an overview of HR activity in support of the Trust's strategic objectives.		
Key control	For the strategic objective to be in the top 20% of NHS Employers		
Action required	To note		
Previously discussed at/ informed by	N/A		
Previously approved at:	Committee/Group		Date
	Workforce Committee		30.01.19

Key Options, Issues and Risks

The purpose of this report is to inform the Board of Directors of key workforce metrics and trends as at 31 December 2018 and provides an update on the Organisational Development, engagement and workforce planning agenda for the Trust.

Analysis

The Trust continues to see an increase in staff in post since the last report with improved vacancy rates overall. Staff turnover remains stable with a further reduction and agency usage has continued to reduce.

Consultant recruitment continues to have encouraging results with specialties highlighted where we have particular challenges.

Sickness absence rates continue to be higher than this time last year with a spike in short term sickness absence in December. Flu vaccination uptake is currently 69% against a target at the end of February of 75%.

We have met our appraisal target of 95% with 95.5% of our non-medical staff appraised at the end of December.

The report updates on our EU Exit preparations in respect of the workforce and on the approach to workforce planning as part of the operational and system planning arrangements for this year.

The report also updates on the Organisational Development / Engagement work underway particularly the 'Work as One' events and the focus on leadership development.

Recommendation

It is recommended that the Board of Directors note the content of this report.

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Risk assessment						
Strategic Objective	Appetite (G)					
	Avoid	Minimal	Cautious	Open	Seek	Mature
To provide outstanding care for patients		g				
To deliver our financial plan and key performance targets			g			
To be in the top 20% of NHS employers			g			
To be a continually learning organisation				g		
To collaborate effectively with local and regional partners					g	
The level of risk against each objective should be indicated. Where more than one option is available the level of risk of each option against each element should be indicated by numbering each option and showing numbers in the boxes.	Low		Moderate	High	Significant	
Explanation of variance from Board of Directors Agreed General risk appetite (G)	No variance					

Risk Implications (see section 4 for details)	Yes	No
Corporate Risk register and/or Board Assurance Framework Amendments	x	
Quality implications		X
Resource implications		X
Legal/regulatory implications		X
Diversity and Inclusion implications		x

Regulation, Legislation and Compliance relevance
NHS Improvement: (Risk assessment framework, quality governance framework, code of governance , annual reporting manual)
Care Quality Commission Domain: (Safe, caring, effective, responsive, well led drop down)
Care Quality Commission Fundamental Standard:
Other (please state):

Relevance to other Board of Director's Committee:					
Workforce	Quality	Finance & Performance	Partnerships	Major Projects	Other (please state)
x	x				

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1	PURPOSE/ AIM
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The paper has been written to provide the Board of Directors with a summary of key workforce indicators and an overview of HR / OD activity.

2	BACKGROUND/CONTEXT
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The last detailed report was presented to the Workforce Committee in January 2019. The report picks up key workforce themes and trends.

3	PROPOSAL
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The paper shows the Trust's position as at 31 December 2018 unless dated separately.

4	RISK ASSESSMENT
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Workforce risks are managed at both Divisional and Corporate level and reviewed by the Education and Workforce Committee. The content of this paper should be used to understand the effectiveness of the mitigations in place.

5	RECOMMENDATIONS
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It is recommended that the Board of Directors discusses and notes the content of this report.

6	Appendices
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Appendix 1 – Workforce report.