

Meeting Title	Board of Directors		
Date	9.5.19	Agenda item	Bo.5.19.43

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	27 March 2019	

Key Options, Issues and Risks

This report contains key workforce metrics and trends as at 28 February 2019 and provides an update to the Committee on the Organisational Development, engagement and workforce planning agenda for the Trust.

Analysis

The Trust continues to see a positive increase towards the substantive budgeted establishment levels overall. There has been an increase in bank usage and agency usage continues to fall with the exception of Medical agency use to support RTT recovery plans.

A number of Consultant posts within Medicine and Surgery specialties now have confirmed names and 7 of the 9 have start dates.

In month sickness absence rates within all three operational Divisions have improved as have absence levels in Corporate functions and the Trust overall, however absence within Pharmacy and Estates and Facilities has shown an in month increase and the year to date figure for the Trust has increased since last month.

The flu campaign ending on 28th February 2019 and achieved the CQUIN target with 3975 vaccines being administered in total.

Whilst the December 2018 appraisals were exceeded, there has been an increase in appraisals numbers needing to be update in January and February resulting in a decrease in the overall appraisal rate at the end of February to 92.68%.

Over 2000 staff took part in the 2018 staff survey (35% response rate), there are several positive findings including an overall increase from 6.9 (2016) to 7.2 out of 10 with respect to overall staff engagement including significant improvements in five out of the eight priorities in our staff survey action plan.

Recommendation

It is recommended that the Workforce Committee discusses and notes the content of this report and determines if any issue needs escalating to the Board of Directors.

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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.	<div>Low</div> <div>Moderate</div> <div>High</div> <div>Significant</div>					
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

The paper has been written to provide the Workforce Committee with a summary of key workforce indicators and an overview of HR / OD activity.

2 BACKGROUND/CONTEXT

The last detailed report was presented to the Workforce Committee in January 2019 with a summary to the Board of Directors on March 7 2019. The report picks up key workforce themes and trends.

3 PROPOSAL

The paper shows the Trust's position as at 28 February 2019 unless dated separately.

4 RISK ASSESSMENT

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

It is recommended that the Workforce Committee discusses and notes the content of this report and determines if any issue needs escalating to the Board of Directors.

6 Appendices

Appendix 1 – Workforce report.