

Workforce Committee

Key summary points from the Workforce Committee held on Monday 20th February 2017:

1. Values guardians

The Committee were introduced to Kate Adney and Teresa Love who are the newly appointed Values Guardians for the Trust. The Guardians are known nationally as Freedom to Speak up guardians. The role is a key element of the trust's refreshed approach to raising concerns. Kate and Teresa have made a good start to this new role. It was stressed that the Values Guardians are independent roles and they will provide regular reports to the Workforce Committee providing updates on their work. Kate and Teresa will be attending a national conference in London along with visiting other Trusts to share ideas and information.

2. BAF standing item

The Committee received the Board Assurance Framework report which is a standing agenda item. The Committee are required to review the two risks allocated to it at each meeting. The Committee were notified of a resignation of a locum in dermatology and it was agreed that this would be added to the risk 859. The Committee also discussed the difficulties of risk 423 around staff engagement as staff are being engaged with but may not always agree with the decisions made which impacts staff morale. The Committee agreed that the Risk 423 would remain amber and risk 859 would remain Red.

3. Care Groups around appraisals

The Committee received an update from all Care Groups on their appraisal rates and plans to achieve full compliance. Support Services are at 93% and plans are in place to achieve 100% compliance. Unscheduled Care is at 85% for Emergency and 75% for Medicine. A plan is being developed to improve the rates and poorly performing areas are being supported. Appraisal rates for Scheduled are 86% in the lowest area with 96% in the highest scoring area. The areas of concern correlate with high staff turnover and an interim action plan has been developed. The Committee were informed that Facilities appraisal rate was 86% and a focus on the lower compliant areas is being given. Women and Children's appraisal rate is at 85% overall but there are nine areas achieving 100% compliance. A plan is being produced to support the appraisal process in the areas that have been under pressure due to ward managers covering clinical shifts. The Committee were pleased with the progress, however remain keen to see further improvements. This remains a focus for the Workforce Committee.

4. DBS

The Committee received an update relating to Disclosure and Barring Services (DBS). This highlighted that members of staff who joined prior to the introduction of CRB (now DBS) require the check. The Committee asked that this matter is addressed promptly. The Trust approved additional investment to accelerate this work.

5. Junior doctors

The Committee received an update on the Junior Doctors and was informed that we have had no exception reports to date. A formal update will be presented at the March committee. Engagement, drop in sessions and 1:1 support is continuing around the new contracts and we are progressing well with the transition.

6. Annual leave policy

The Committee was informed that there was an administrative error on this policy which needed approval from the Workforce Committee to progress to Trust Board for approval. The Committee approved this policy.

Workforce Committee

Key summary points from the Workforce Committee held on Monday 20th March 2017:

1. BAF standing item

The Committee received the Board Assurance Framework report which is a standing agenda item. The Committee were informed that the Workforce challenges remained with further fragility in MSK. The Committee agreed that risk 423 would remain amber and risk 859 would remain red.

2. EDS

The Committee received the Equality and Delivery System (EDS) paper and presentation. The Committee were informed that the Workforce Race Equality Scheme has come out of the EDS. The EDS2 is made up of 18 standards with 4 key domains as follows:

- (1) Better health outcomes for all
- (2) Improved patient access and experience
- (3) Empowered, engaged and well supported staff
- (4) Inclusive leadership at all levels.

The Committee received an update regarding the plan to implement all standards and meet requirements such as Gender Pay Audit.

The Committee supported the recommendation that An Equality Forum Group be established, as this supports staff involved. In addition a request has been made for a Non-Executive Director to support this work. The Committee supported the development and asked to receive regular updates.

3. Training Pause

The Committee received a paper on the training pause which was requested at the February meeting with a view to providing options on achieving a shorter recovery period following the training pause. The options included weekend training being provided which bring cost implications to the Trust and a greater pull on staff.

The Committee debated the acceleration of the recovery and discussed the impact on delivery of care. The Committee took the view that compliance could be achieved by 31st December 2017 if attendance on courses was between 95 – 100%. The Committee felt this to be the best approach. Care Groups were asked to factor this in to their plans and escalate concerns to Confirm and Challenge.

The Care Groups were asked to look at how they could release staff to ensure 100% attendance on the statutory training courses. The Committee will receive more information on the impact of the training pause at the April meeting.

4. Staff Survey - Improving our employment experience

The Committee received the staff survey results, whilst the results demonstrate incremental improvement they do not represent the employment experience we aspire our people to have.

The Committee discussed wider information available relating to behavior, mental health and diversity. The Committee felt this to be a bigger piece of work and asked the Deputy Workforce Director to bring back an outline to address this. Staff Survey will be a standing item for this Committee