

Workforce Committee

Key summary from the meeting held on 13th May 2016

Purpose of the Workforce Committee

With the refocus of committee's the Workforce Committee discussed in depth the function and purpose of the Committee and agreed that the key areas of focus for the next 12 months would be :

- Workforce Assurance including performance
- Culture
- Leadership
- Engagement

To support this development of the people agenda the committee's membership will be extended to include Care Group and department leaders as well the Deputy Medical Director.

The committee discussed the need to review the People Strategy once the Organisational Strategy was launched. The committee felt the review would be a case of alignment rather than content.

The Committee discussed issues around capacity to fulfill the agenda and emphasized the importance of the leadership programme.

Victoria Maher
13th May 2016

Workforce Committee

Key summary from the meeting held on 24th June 2016

1. Occupational Health Tender

The Workforce Committee received a paper outlining the process and outcome of a tendering process for Occupational Health services. The process has combined Occupational Health and Staff Counseling services to support a proactive health and wellbeing service.

Working with the Trust Procurement team the process was robust and emphasised quality of service, the service offer supports the organisations Health and Wellbeing strategy. The committee supports the recommendation in terms of awarding the contract, and will present this recommendation to the Board.

The committee thanked Laura Kavanagh, HR Business Partner for her leadership of this piece of work which the committee found to be of a high standard.

2. Raising Concerns (Freedom to speak up)

The committee received a paper outlining the organisations approach to this agenda; the organisation already has a number of systems and processes in place however new developments will see the following:

- Appointments of Values Guardians (speak up guardians) – to support staff to raise concerns
- Speak in confidence dialogue system – supports staff to discuss ideas/concerns with their identities being protected.
- Communications regarding raising concerns
- Publishing to the organisation concerns raised and outcomes, whilst maintaining confidentiality.

The committee approved the developments and asked for an update in September on progress.

3. Workforce Assurance

The committee received the Workforce assurance report, whilst improvements in attendance are pleasing the committee is concerned that appraisal and training rates remain static. A discussion with Confirm and Challenge will take place for the committee to receive assurance that appropriate actions are taking place.

4. Values in Practice Awards (VIP)

The committee approved and fully supported the new approach to staff recognition, which will now be values based. An annual awards ceremony Values in Practice Awards will be held on 27 September 2016. Nominations are now open at www.vipawards.org.uk . Moving forward the Chairs Award will be replaced by a VIP award winner.

The committee was pleased with the progress and commented on this being a key element of the People Strategy.

5. Keele Medical School Quality Visit

The committee received an update from the Medical Education Committee which is chaired by the Deputy Medical Director. The Deputy Medical Director shared that the Trust had been visited in March by a multi-disciplinary team to assess the quality of medical education both post and undergraduate trainees. Conclusions from the visit are that a number of areas are of a high standard however there are some that require improvement namely: Rota's in two specialities and handover. The Deputy Medical Director shared with the committee the opening line of the report under notable practice which stated

'It is clear there is a culture within the Trust of staff wanting to teach and get involved with the provision of education and training for Students and Trainees.

The committee asked that this was shared with the Board to ensure the Board are sighted such a positive statement being made about the organisation. It is also important that through the Workforce committee the Board are sighted on the education agenda.

The committee asked the Deputy Medical Director to provide a further update in September.

Paul Cronin
28 June 2016