

Workforce Committee

Key summary points from the meeting held on 24th June 2016:

1. Occupational Health Tender

The Trust has undertaken a stringent tender process for Occupational Health Services which involved a multi-disciplinary stakeholder group and it was recommended that Team Prevent continue to provide Occupational Health and Counselling Services to SaTH. There will be an increased cost to the Trust, however a commitment from Team Prevent to decrease sickness absence by 1% over the term of the contract. The Occupational Health Tender will be presented at Trust Board.

2. Raising Concerns (Freedom to Speak Up)

Following the report from Sir Robert Francis in February 2015 all Trusts must have a Freedom to Speak Up (FTSU) Guardian in place by October 2016. This is an area with poor results in the Staff Survey and a lot of work is in progress based on the Trust Values and will be shared with staff shortly. Harmesh Darbhanga will be the lead as the Trust's Non-Executive Director. The Trust will also appoint Values Guardians across both sites and an independent phone service will support staff to raise concerns. The Committee endorsed the proposal.

3. Workforce Assurance

The Committee received an update on performance highlighting an improvement in the absence rate for May to 3.45% and attendance up to 96.55%. The introduction of a staff Physiotherapy Service has seen a reduction in MSK absence rates over the last 6 months. The new Values based appraisal system is now live and appraisal rates remain at 86%. If an appraisal is not completed staff may not receive their increment. A new on line appraisal form is now available to speed up the recording of completed appraisals.

Statutory Training remains at just below 80% and the Trust Board need to see an improvement in this rate. Corporate Nursing are reviewing Mandatory and Statutory Training for nursing and the addition of some training space in the Copthorne Building will increase training capacity. Nursing recruitment remains a focus and one stop shops / recruitment days are being run rather than weekly recruitment events and this is seeing a small increase in employment offers. Recruitment has been selected as the third value stream in the Virginia Mason Institute Programme which is really positive.

The Local Education and Training Councils (LETCS) will become Local Workforce Action Boards (LWAB's) and Shropshire and Staffordshire will remain as one LWAB and will focus on supporting the Sustainability and Transformation plans for each area.

4. Values in Practice Awards (VIP)

The Committee was presented with a paper introducing Values in Practice (VIP) Awards which allows every member of staff to nominate against 10 categories each of which has a separate criterion that needs to be met. A Non-Executive and Executive will judge each category and agree a maximum of three nominees and each finalist will be visited in their work area. The VIP Award Ceremony is scheduled for Thursday 29th September at the Park Inn Hotel in Telford. The Trust are also launching Leading with compassion and kindness as part of formal staff recognition during July. The Committee approved the paper.

5. Keele Medical School Quality Visit

The Committee received an update following a multi-disciplinary visit from Keele University to assess the quality of Medical Education for Post and Undergraduate Trainees in March 2016. The feedback from the visit was that there are a number of areas of high standard however some improvements were required including Rota's in 2 Specialties and handover.

Workforce Committee

Key summary points from the meeting held on 22nd July 2016:

1. **Our Commitments**

The Committee received an update on Our Commitments from all care groups looking at the top three commitments for 2016 along with a summary of the plans to achieve those commitments. It was agreed that a mini report out from each group on action taken would be presented to SLT.

2. **BAF incorporation into Workforce Assurance Report.**

The Committee agreed to include the Board Assurance Framework risks under the Workforce Assurance Report and this will be reviewed at each Committee meeting.

3. **Action plan to get organisation wide approach to managing the workforce budget**

The Workforce Committee are developing a new assurance process which will enable a consistent reporting portal for all care groups on the management of their workforce budgets, where required detail on recovery actions will be recorded and monitored. This will support the use of the overarching dashboard.

4. **Unavailability issues.**

The Committee received a paper on unavailability highlighting the key reasons for absences and the Deputy Director of Nursing and Quality will provide an update to the September Committee. It was agreed that Confirm and Challenge meetings would discuss more detail and provide assurance to the Workforce Committee.

Review of the approach to criminal records and to add this to the Board agenda.

The Committee agreed to implement the role of a Critical Friend to ensure decisions are made and reviewed and to approve risk assessments for Staff. It was agreed that these would be escalated to the Workforce Director to make the final decision.

6. **Leadership Academy, Leadership Conference, VIP Awards**

The Leadership Academy is being launched on the 11th November which will provide accredited courses at master's level and a prospectus will be available in November.

The Leadership Conference is scheduled for 11th November and we are pleased to have secured Professor Steve Peters as the key note speaker. Invitations will be circulated shortly.

The first VIP Awards ceremony is being held on 29th September which will be an excellent opportunity to celebrate staff and their achievements over the last year.

Workforce Committee

Key summary points from the meeting held on 19th September 2016:

1. Board Assurance Framework

Risk 1: 423 If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale & patient outcomes may not improve.

Update: The Committee was briefed on a resignation of a consultant within the Emergency Department that places the service at increased fragility, On call requirements will move from 1 in 5 to 1 in 4 which is the identified tipping point. The Committee expressed concerns regarding this increased risk. Service continuity plans have been enacted and an update will come to the next Committee. In addition an update of the Workforce Profile will be shared with the committee in November.

Risk 2: 859 Risk to sustainability of clinical services due to potential shortages of key clinical staff particularly in Critical Care, ED and Emergency Medicine, nursing.

Update: The Committee discussed the Trusts Staff Engagement Plan and key elements of this plan that have been undertaken, including VIP Awards and Health and Wellbeing. The Committee asked for a refreshed Staff Engagement Plan to come back to the committee by December.

2. WORKFORCE BUDGETS

The Workforce Committee agreed that the role of the committee in relation to this matter is to ensure sensible and supportive systems are in place for the organisation and that these are monitored and progressed. These systems will include the management of recruitment; fill rates, sickness / parental leave, annual leave and training.

3. JUNIOR DOCTOR UPDATE

The Committee received a paper on the Junior Doctors Contract which needs to be implemented during October 2016. Further Industrial Action is scheduled for October and November and we have plans in place to but if we see 5 days of action this will have a significant impact on elective care.

4. LEADERSHIP CONFERENCE

The Committee received an update on SaTH's 5th Leadership Conference scheduled for Friday 11th November 2016. The theme this year is "Leading with Kindness" and to support this we have Professor Steve Peters, author of the Chimp Paradox as a key note speaker along with a great list of speakers including our own Mark Cheatham who will be facilitating a discussion on "What is Kindness" and our American colleagues Mary Jane and Jack along with other members of the HR Team.

5. POLICY APPROVAL

The Committee ratified the following policies:

Policy for Staff Car Parking

Retirement Policy

NHS Pension Scheme Policy