

Workforce Committee

Key summary points from the meeting held on 21st October 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.

The Committee received an update relating to staff engagement with an emphasis on leaders engaging with staff and being visible. A key element to staff engagement is health and wellbeing and the Trust have acquired 5000 free water bottles for staff which are being circulated to encourage hydration in addition with health kiosks at both sites. This year's flu campaign is underway.

The Trust have been running staff conversations to determine what the Safest and Kindest organisation in the NHS would look like and nearly 500 members of staff have participated in these. Work continues with the Virginia Mason Institute and the Leader Compact looking at leaders and followers roles and a consistent approach has been highlighted as important to staff.

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.

The Committee discussed the risks around sustainability of services due to shortages of clinical staff and agreed that this would remain Red. It was also agreed that Breast Surgery would be added to the Risk Register and that Neurology has already been flagged as a risk. The Committee asked for the workforce profile to come to the next Committee.

2. Agency Cap

The Committee received an update on the agency cap. The cap is not being consistently applied in some areas, due in part to vacancies, but also sickness and escalation demands are contributing. The Agency Task and Finish group are reviewing the locums usage in detail and a twelve month plan for recruiting doctors is being produced. The third value stream for the Transforming Care Institute is Recruitment which will provide further support.

The Committee asked care groups for feedback, they replied that feedback from their teams was that they would welcome further work on weekly pay for bank staff, intensity payments and enhanced flexible working arrangements. The Committee asked the Task and Finish Group to pick this up and provide feedback.

3. Update on Junior Doctors

The Committee were provided with an update on the Junior Doctors Contract which comes into effect in December 2016. Foundation Year 1 (FY1) doctors will transfer to the new contract in December and the remaining juniors will be transferred between February and April 2017. A local Equality Impact Assessment has been carried out and information packs on the new contracts are being produced. The importance of compliance with the new contract was stressed and the allocation of trainees is subject to compliance.

The Committee were informed that Bridget Barrowclough has been appointed as the Guardian of Safer Working and she will attend the Workforce Committee in December and March to provide further updates. This role is to oversee the reporting of doctors working outside their safe limits and can result in fines being imposed. Any issues that cannot be dealt with by the Guardian will be escalated to the Trust Board through the Workforce Committee. The Committee agreed to add the new Junior Doctors contract and potential impact to the Risk Register.

4 OD Plan

The Committee received a presentation on the Organisation Development Plan which aims to build the organisation capacity to deliver its strategy in a coordinated way. The first written draft will be presented at the November meeting and the final OD plan will be signed of in December with the Trust Board receiving this in January for ratification.

The OD plan links the values and behaviours, Leadership Academy and Transforming Care Institute together. The Committee also received an update on the VIP awards which received positive feedback and thanks were expressed to the Trust Board for their support for these events.

Paul Cronin
21st October 2016

Workforce Committee

Key summary points from the Workforce Committee held virtually on Friday 18th November 2016:

1. Workforce Assurance Report

The Committee received the Workforce Assurance Report and agreed to request a summary on updates from the Confirm and Challenge group around delivering improved appraisal performance and statutory training compliance. It was also suggested that target dates were included to maintain the focus.

2. Board Assurance Framework

The Chief Operating Officer, Workforce Director and Non-Executive Director all agreed that the risk assessments remain unchanged but emphasized the important of recording new or increased risks.

The Committee will be receiving a recruitment update in December.

3. The Carter Report

The Committee received an update on the Carter Report and requested more detail around our current position in order to fully understand the scale of the challenge for the target date of April 2018.

4. Draft People Strategy

The Committee received the draft People Strategy and agreed that this was an excellent strategy and included the correct elements for an ambitious plan. The strategy is on trajectory to be approved by Board in January 2017.

5. Draft OD Plan

The Committee received the draft Organisation Development Plan and this received positive feedback.

6. Equality and Diversity Update

The Committee received an Equality and Diversity Update and the feedback was positive on this update, recognizing the need for improvement.

7. Leadership Conference

The Committee received a brief update following the recent leadership conference and congratulations were expressed to the Workforce Director and her team for an excellent event.