

Workforce Committee

Key summary points from the Workforce Committee held on Monday 15th May 2017:

1. Board Assurance Framework

The Committee received the Board Assurance Framework report. It was agreed to include the work carried out in relation to the staff survey for risk 423 but that this would remain amber. However due to ongoing discussions regarding Emergency Medicine staffing Risk 859 remains red.

2. DBS

The Workforce Committee received the DBS report and discussed this in detail. The Committee agreed that the report needed to include more detail around completion dates, commentary regarding non-compliance and the HR process for managing this along with a trajectory of how many forms need to be completed and the timescales involved. This information will be included in the Workforce Assurance paper in future.

3. Workforce Sustainability

The Committee received an update from the Agency Task and Finish Group who had agreed to take holistic view to nursing workforce and sustainability including development and training package for nurses. Other issues being reviewed include flexible working times and shifts to make the employment offer more attractive. A strategy linking in with workforce is being developed with the hope of completion in June. .

4. Response to Staff Survey / Employment Experience

The Committee received an update and assurance that action has been taken following the staff survey results. The Workforce Business Partners have been proactive in their Care Groups speaking to members of staff through a variety of forums including walkabouts, staff meetings and focus groups. The Committee agreed that the Trust must demonstrate that it is delivering on the survey results via a "you said we are doing" approach.

Chair: Paul Cronin
15th May 2017

Workforce Committee

Key summary points from the Workforce Committee held on Monday 19th June 2017:

1. Workforce Committee new structure

The Workforce Committee trialed a new format for the meeting structure in June which split the meeting into two parts. The first part involved one of the care groups providing a deep dive regarding their people agenda and the second part covered the normal committee agenda items. The feedback on this new format was positive and it was agreed to continue with a different care group presenting each month. It was felt both meetings provided a level of assurance.

2. Communication Vision

The Committee received the new Communication Strategy which has previously been considered by the Executive and Senior Leadership Teams and the strategy aligns. The Committee discussed good communication at all levels and the importance of links with our communities. Feedback included the need to target improvements in communication with individual patients / families in view of the fact that this was the second largest category of complaints. The strategy could say more on this. The Workforce Committee supported the Communication Strategy which will now be implemented.

3. People Strategy and OD Plan (Belong to Something)

The Committee have discussed both items for a number of months. A decision has been taken that the OD Plan will be called the Belong to Something Plan and will be further developed. The Committee were advised of the planned focus and supported the direction of travel.

The People Strategy has been refreshed to align to the organisation strategy and Annual Plan. The Committee felt the focus was right and were pleased to see the continued focus on recruitment, engagement and leadership. A five year Workforce Transformation Plan further supports this strategy.

4. Recognition Agreement

The Workforce Director and Staff Side Chair presented the Recognition Agreement and Disciplinary Sanctions to the Committee. The Workforce Director confirmed with the exception of British and Irish Orthoptic Society (BIOS) and Unison (originally agreed to the document but have since asked for further changes), all other unions and professional bodies had agreed. The Staff Side Chair confirmed that all unions are in agreement with the policy except Unison and the Workforce Committee agreed to recommend these to the Board.

The committee recognised the agreement as a positive step forward in the Employee Relations Agenda. The Committee thanked the Staff Side chair and her colleagues for their support.

5. Discussion with Workforce Business Partners

The Committee received an update from Unscheduled Care from the Workforce Business Partner highlighting some fragile areas in particular ED and assuring the Committee that an action plan and OD plan are in place to support the staff in this area. The sickness for Unscheduled Care in May was 3.7% which is the lowest for a significant period. Nurse vacancies are a particular challenge in Unscheduled Care. The Committee agreed that it was important to recognise the positive achievements in the care group and agreed that a member of the Committee would attend some of the care group meetings in person to acknowledge these achievements. The Committee celebrated Scheduled Care Group recent achievement of JAG Accreditation and will be nominating the team for a VIP Award.

6. DBS

The Committee received a paper providing an update on the DBS project. The Committee were assured that processes are in place for non-compliance and risk assessments are carried out where appropriate. A one page update will be presented at each Workforce Committee providing assurance of progress to date.