

Workforce Committee

Key summary points from the Workforce Committee held on Monday 16th October 2017:

1. 7 Day Services

The Committee received a presentation on 7 Day Services from the Care Group Medical Director for Scheduled Care and Medical Performance Manager. The Committee were informed that ten standards have been set by NHS England and four of these have been highlighted as a priority by NHSI. These standards relate to the time to the first consultant review with all patients having this within 14 hours of the request. The second standard is the access to diagnostics should be available 24 hours per day. The third standard is around consultant directed intervention and all patients should have their intervention within 24 hours of having a decision on treatment. The final standard listed as a priority is the ongoing review that all patients should be daily by a consultant and every 12 hours if the patient is in critical care. The initial target has been set four priority standards should be available to 50% of the UK's population by April 2018 with the target increasing to 100% by April 2020. It was highlighted to the Committee that the Trust faced real challenges in meeting the standards due to workforce fragility. The Trust is committed to 7 day working but needs to understand the challenge. The 7 day services committee reports in to the Workforce Committee and this update will be presented at the November Trust Board.

2. DBS Check Assurance Statement

The Committee received an update on the DBS checks and trajectory. The checks are on target to be completed by 31st March 2018 as projected with 444 currently being completed and a 12 month project in place to complete the 764 retrospective checks that need completing. The Workforce Committee receive an update each month to continue to provide assurance.

3 Agency

The Workforce Director led a discussion regarding Agency usage highlighting the increase in the use of agencies since the beginning of the financial year which is mainly nurses but a trend is being seen for Medics. The Committee agreed that a regular focused discussion across the four legs of the stool is needed and the Trust is continuing to receive support from NHSI.

DF has been working with ward managers to focus on a forward view for Rota's and 75% of our Rota's are now at 12 weeks which supports work life balance for staff. A Standard Operating Procedure is in place for booking agency staff and this has been clearly communicated. The Committee were informed that a bank recruitment campaign has started and nurse recruitment events continue with success.

The Committee discussed the next steps which include a decision to return to weekly pay, stopping / reducing the use of Tier 5, utilizing Tier 1 agencies more effectively along with a piece of work around leavers and why people are leaving. In addition a deep dive into HCA agency usage will be carried out to provide better intelligence around this. The Committee agreed that an agency snapshot would be presented at each meeting to provide a deeper view and better understanding of the issues.

4 Human Factors

Joe McCloud, Clinical Director for Surgery and Claire Oborn, Charge Nurse in Theatres, presented Human Factors to the Workforce Committee. JM has been delivering Patient Safety and Human Factors training in Theatres following six never events and this training will be a rolling programme across all theatres in the Trust.

The Human Factors programme has been designed following national and local standards that have looked at never events and identified a series of issues that are related to the events for example equipment misuse, time pressures and skill mix issues along with others. JM ran through the themes from 20 RCA's and also ran through the programme describing the various elements. Feedback received has been positive and CC said that she this needs to be an integral part of the service going forward.

The Committee received some examples of where human factors impact on care and agreed that further discussions should be held. Human Factors will form part of the Leadership Academy and will be monitored through the Workforce Committee.

Chris Weiner
16 October 2017

Workforce Committee

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

1. Reducing agency spend

The Committee received a report on reducing agency spend. The Workforce Director confirmed that there are a number of actions to support the reduction in agency costs and the transformation plan for the next five years links closely to the sustainable services plan. A procurement process has recently been held for agencies, this is a 12 month strategy and already a small increase in agency staff in lower tiered providers is being seen. The Committee acknowledged the anxiety from the nursing staff of not using off framework agency staff. The importance of balancing the four legs of the stool was emphasised and providing the Board with assurances and the Workforce Committee will continue to monitor this closely.

2 Workforce Review

The Workforce Director presented a Workforce Review to the Committee highlighting demography across the workforce, of note were nursing estates and facilities who are close to retirement age and the potential challenges in the future workforce that this would generate. The Workforce Director presented a summary of a five year plan to address the challenges and this will be produced as a 5 year plan, however this is yet to be confirmed. The Committee agreed that it is important to deal with the workforce transformational issues alongside reducing agency usage. The Workforce Director informed the Committee that Health Education England have offered some funding support the transformational work.

3. Governance

The Workforce Director presented a proposed governance structure to support the development of the people agenda and mitigate the organisational risks. The Committee discussed the additional pressure of attending more meetings and asked for clarity around the outputs that each group should be tasked with. The Committee supported the proposed structure.

4. EDS2

The Head of Education provided an update on the Equality and Diversity System which is a legal requirement for the Trust. There is a need to focus on older people, those with disabilities and the black and minority groups and a focus will be given to this year's Staff Survey results. Emerging trends will be focused on along with how we deliver Equality and Diversity through the organisation and engage with our communities. It was agreed that the Employment Experience group would be best suited to discuss Equality and Diversity issues. The Workforce Director celebrated the significant progress made in understanding this system and the level of transparency we now have.

5. Values Guardians

Kate Adney presented to the Committee as one of the Values Guardians for the Trust. Kate provided a brief presentation updating the Committee on the work over the last nine months. Kate highlighted the success of the "Round the Kitchen Table" events which involve meeting with staff groups over tea and cake in a relaxed atmosphere to encourage open conversations. The Values Guardians have been involved in Regional and National events and a lot of training has been undertaken to develop the roles. Kate confirmed that 23 cases have been brought to the Guardians and there are emerging themes arising. The Committee asked for a full update at a future meeting.