

Workforce Committee

Key summary points from the Workforce Committee held on Monday 18th December 2017:

1. **Maternity Services**

The Committee received an update on the preparations to re-open the Maternity Led Units. Additional support is being provided to support the care group and their staff. .

2. **BAF**

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 agreed that this would remain amber.

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 agreed that this would remain red.

The Committee requested more detail within the Board Assurance Framework to recognise where improvements are being made, despite the overall rating not changing. The Executive Directors will be looking in more detail at the risk drivers and the impact of these.

3. **DBS Check Assurance Statement**

The Workforce Committee received an update on the DBS checks and trajectory. The Committee requested that the risk assessment process followed when an issue was identified be shared, this will be provided in future updates presented..

4. **Workforce Sustainability - Agency – looking at future reports to follow up actions.**

The Committee received an update on agency usage which gave a useful update on current position. Further updates will however have a clearer focus on the quality and financial impact with actions being undertaken to improve the situation.

5. **Joint Workforce Committee and Quality and Safety Committee**

The Workforce Committee agreed that a joint meeting with the Quality and Safety Committee would be beneficial as there are several areas that are jointly monitored by the two Committees. It was agreed that Sustainability would be on the agenda along with a discussion around improving the working environment for junior doctors.

6. **Flu**

The Committee received an update on progress with staff flu vaccinations and were informed that the Trust were only 11 short of achieving the target. The Committee congratulated the teams on the hard work in achieving this. Post meeting addendum: The target has subsequently been achieved.

7. **Appraisals and Statutory Training Rate**

The Workforce Committee was asked to approve a change in the Trust targets for appraisals to 90% and SSU to 90% with a view to annually review these figures. The Committee agreed these changes.

**Notes of the Virtual Workforce Committee Meeting
Monday 22nd January 2018**

The Workforce Committee were asked to receive the annual Education Report and note the highlighted areas of pressure and risk and forward the report to the Trust Board for formal approval in February 2018.

Committee members provided some comments and amendments which will be incorporated into the final document that is presented at Trust Board for approval. Subject to the proposed amendments this report was approved by the Committee.

P Cronin
Chair – Workforce Committee