

## Workforce Committee

Key summary points from the Workforce Committee held on Monday 21<sup>st</sup> May 2018:

### 1. Board Assurance Framework including Breast Radiology

The committee reviewed the BAF and concluded that whilst no changes to overall ratings applied the movement of risk 859; sustainability of clinical services due to potential shortages of clinical staff has a deteriorating trend.

The Workforce Committee received a briefing regarding Breast Radiology and an increased workforce risk following a retirement. The role is recognised nationally as a difficult to recruit role, to date the service has undertaken a number of actions to mitigate this risk however the retirement will change this. Interim actions have been agreed to support the clinical pathways however additional Breast Radiologists are required. Breast services have been escalated to the Board Assurance Framework and will be added to the Services under the Spotlight. All efforts are being made to recruit to the service and the marketing campaign is being designed. The Committee were assured that all actions are being taken to support the service and were advised that weekly team meetings are being held, chaired by the Deputy COO.

### 2. Evaluation of weekly pay in July

Through Workforce Assurance Report the committee received an update regarding the reintroduction of weekly pay which took place from 1st April 2018. Following feedback from staff, Bank employees have been offered the choice of either monthly or weekly pay options and staff are still making final decisions regarding which payment process suits them. A review of the impact of weekly pay will be presented at the Committee in July to allow a complete introduction period. The committee also asked that bank pay rates were included in this evaluation.

### 3. DBS

The Committee received the monthly DBS Check Assurance Statement and congratulated the team on completing over 900 checks over the past eighteen months. The only outstanding checks (5) are due to maternity or sick leave and will be completed as soon as the members of staff return to work. The Committee also received a proposed work programme for 2018 / 2019 which was approved and agreed, along with a bi monthly reporting to committee.

### 4. Changes to SSU reporting

The Committee received a proposal to change the method of reporting Statutory and Mandatory Training compliance with effect from June 2018. Members of staff are required to complete all components of the training to be reported as compliant this new method will capture what staff have completed. It will increase the compliance from 70% to 86% and allow departments to focus on the areas with the lowest compliance rates. The Committee challenged that there would still be a lack of compliance in some areas but were assured that this would provide the Care Groups with better intelligence and a reflective position. Trajectories are being monitored through Confirm and Challenge. The Committee approved this new reporting method and supported a greater use of e-learning.

### 5. People Priorities

Following discussion at last month's committee regarding the People Priorities, the committee received a draft chart of the actions that are required to be delivered over the next twelve months.

The Committee were positive about this new presentation and felt that the visual format was helpful. The Chair felt that this new approach would lead to a different agenda and potentially a more efficient meeting due to the presentation. The Committee asked for this to be analyzed and presented to the June Public Board. It will also be used as a document to monitor and track progress.

## **6. Audit reports**

The Committee received the Deloitte's internal audit report on the Temporary Staffing Review. The Committee considered the report focusing on the recommendations. The report had found a number of areas requiring improvement. The management action plan has been developed and agreed and work is ongoing to progress these actions. The Committee emphasised that we should not lose sight of how critical it is to ensure that all staff working in Trust are appropriate to do so. The Chair expressed his thanks to the Committee for their positive response to this audit.

## **7. GDPR**

The Committee received an update regarding the new General Data Protection Regulation (GDPR) which will supersede the current Data Protection Act from 1998 and comes in to effect from 25<sup>th</sup> May 2018. The Committee received assurance on progress made to date and the proposal for Work streams moving forward. The clear plan was pleasing however it would be essential for the committee to receive further updates. The Committee noted that there are significant fines for non-compliance and agreed that this should be added to the risk register.

Chris Weiner  
21<sup>st</sup> May 2018