

## Workforce Committee

Key summary points from the Workforce Committee held on Monday 15<sup>th</sup> October 2018:

### 1. Education and Training Update

The Head of Education presented the Education and Training paper to the Committee. The Committee recognised when compared to other NHS Trusts we spend less with regard to training. The Committee agreed that training impacts on staff retention and referenced the staff survey feedback comments. The Committee agreed that a development plan built in to the annual business planning process would be helpful and this will be added to the paper together with a link between training and culture. The Committee asked the workforce team to challenge them further regarding training and its investment. A prioritised approach to training was suggested which would even out the financial impact and this will be incorporated in to the paper.

### 2. Statutory Training and E Learning

The Committee received the Statutory Training and e-Learning paper and this is an area that needs improvement. The Committee was informed that the increase in e-learning is estimated to give us a 5% increased compliance rate and supported the increased use of e-learning for refresher training.

### 3. Update on Time Shifting Policy Jan 19

The Medical Performance Manager provided a verbal update regarding the policy. The job planning systems allows for time shifting but this is not within the job planning policy. The Committee were informed that this was for consultants and provides some flexibility within their job plans. Following an audit by Deloitte's it was felt that this policy needed implementing to provide clarity and the Committee were informed that the policy would be presented in January 2019.

### 4. External audit on DBS

The Trust is undertaking a retrospective DBS check exercise. In the last 18 months over 800 staff have completed their DBS checks. The progress is positive. The Committee asked to receive external assurance regarding the process, with a focus on risk assessment. A colleague from Midlands Partnership Foundation Trust (MPFT) completed the review. The conclusion was that this was a robust process that provided assurance.

### 5. Staff Survey

An update on Staff Survey was received which demonstrated in week two of the survey the response rate is at 18%. The Committee received information regarding care group and centre responses. A more visual approach is being used this year to support the survey by focusing support on areas of low response rates along with a walking the floor and incentives like prizes for the teams with the highest response rates. The Committee noted the report and asked for an update next month.

### 6. Model Ward

An update on the Model Ward was received; the programme looks to achieve sustainable staffing on each ward area. The Committee will receive further updates and an update to Board will take place in November. An innovation day will take place in November to support 6 wards to consider new approaches to their care team.

Chris Weiner  
15<sup>th</sup> October 2018