

Cover page	
Meeting	TRUST BOARD
Paper No.	6
Paper Title	WORKFORCE COMMITTEE SUMMARY FROM 25-01-19
Date of meeting	7 th February 2019
Date paper was written	31-01-19
Responsible Director	Chris Weiner
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Executive Summary	
The paper provides a summary from the recent Workforce Committee meeting held on 25 th January 2019.	
Previously considered by	

The Board is asked to:			
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Receive	<input type="checkbox"/> Note	<input checked="" type="checkbox"/> Take Assurance
To formally receive and discuss a report and approve its recommendations or a particular course of action	To discuss, in depth, noting the implications for the Board or Trust without formally approving it	For the intelligence of the Board without in-depth discussion required	To assure the Board that effective systems of control are in place

Link to CQC domain:				
<input checked="" type="checkbox"/> Safe	<input type="checkbox"/> Effective	<input type="checkbox"/> Caring	<input type="checkbox"/> Responsive	<input checked="" type="checkbox"/> Well-led

Link to strategic objective(s)	<input type="checkbox"/> PATIENT AND FAMILY Listening to and working with our patients and families to improve healthcare <input checked="" type="checkbox"/> SAFEST AND KINDEST Our patients and staff will tell us they feel safe and received kind care <input type="checkbox"/> HEALTHIEST HALF MILLION Working with our partners to promote 'Healthy Choices' for all our communities <input checked="" type="checkbox"/> LEADERSHIP Innovative and Inspiration Leadership to deliver our ambitions <input checked="" type="checkbox"/> OUR PEOPLE Creating a great place to work
Link to Board Assurance Framework risk(s)	Yes

<p>Equality Impact Assessment</p>	<ul style="list-style-type: none"> <input checked="" type="radio"/> Stage 1 only (no negative impact identified) <input type="radio"/> Stage 2 recommended (negative impact identified and equality impact assessment attached for Board approval)
<p>Freedom of Information Act (2000) status</p>	<ul style="list-style-type: none"> <input checked="" type="radio"/> This document is for full publication <input type="radio"/> This document includes FOIA exempt information <input type="radio"/> This whole document is exempt under the FOIA
<p>Financial assessment</p>	<p>Not applicable</p>

SUMMARY FROM WORKFORCE COMMITTEE HELD ON 25TH JANUARY 2019

The Chair of the Workforce Committee asked that the Board be clearly informed of the committee's view on the state of assurance for subjects discussed at the meeting.

It was agreed the following assurance categories would be used:

- Not Applicable
- Insufficient Assurance
- Low Assurance
- Moderate Assurance
- High Assurance

1. TERMS OF REFERENCE (TOR)

The Workforce Committee reviewed the Terms of Reference. It was agreed that there should always be at least one clinician (medical or nursing) in order for the meeting to be quorate in the future. The clinicians attending the committee can be the Medical Director and/or Director of Nursing (or their nominated deputies). This change to the TOR was made in order to ensure effective joint clinical and managerial engagement in the significant challenges that the Trust faces in the nursing and medical workforce.

The attendance has been further streamlined in order to provide improved focus on the strategic and assurance agenda of the committee.

The committee approved the TORs.

Assurance: Not Applicable

2. BOARD ASSURANCE FRAMEWORK (BAF)

The committee received the updated BAF and agreed with the revised wording. It was agreed to add training as a gap in assurance to risk 423. The committee also requested that BAF 10 should be red rather than amber. Risk 859 was discussed by the committee and it was agreed to recommend an increase in the consequence score from 4 to 5 providing an overall risk score of 25. Urology and acute medicine were discussed due to recent unpredicted changes in the teams. It was agreed that urology and acute medicine should be included in the BAF given the now present fragility of these services.

Assurance: Moderate

3. EMERGENCY DEPARTMENT WORKFORCE FLASH REPORT

The committee received the ED flash report and were informed of the current consultant recruitment position. The committee recognised the importance of a substantive workforce in maintaining safe, effective and efficient services. The committee acknowledged that despite current adequate staffing, that the ED remains fragile due to the reliance on temporary staffing. The committee will receive a rolling 6 month forward view on staffing to provide increased assurance in future reports. The committee were encouraged that locum middle grade doctors are signing up to a 6 month rota. The committee also discussed the proposed recruitment from India together with the development of the CESR programme.

Assurance: Moderate

4. EMERGENCY DEPARTMENT RECRUITMENT STRATEGY

The committee received the ED Recruitment Strategy and requested that target information be included. A plan is in place to review recruitment requirements for both nursing and medical staff. It is expected that this review will follow internal governance processes in February and form the basis of a revised plan. The revised paper will include further information regarding the proposed recruitment from India.

Assurance: Low

5. EDUCATION AND TRAINING PAPER

The committee received the Education and Training paper. The committee concluded that this paper provided insufficient assurance in terms of the ability to deliver the educational needs of staff and the organisation. The paper was also lacking clarity on the requirement for investment in order to drive measurable improvements. The committee will receive an updated paper in March and this will be presented at the April Trust Board. The committee requested that the Executive Team in SaTH consider how they can support the rapid development of this critical paper.

Assurance: Insufficient

6. CQC REPORT AND RESPONSE PLAN

The committee received the CQC response plan and recognised the actions being taken to respond to the report. The committee agreed that this would remain a standing agenda item and the steering groups would provide updates monitored through the Workforce Committee. The committee requested a more detailed project plan.

Assurance: Moderate

7. PEOPLE PRIORITIES

The Committee received a verbal update on the People Priorities and were informed that these would be reconsidered in light of the improvement plan and included in this document in future.

Assurance: Not Applicable

8. WORKFORCE ASSURANCE REPORT

The committee received the Workforce Assurance Report and asked for future reports to include key message boxes with a couple of bullet points to provide clarity on the implications of the graphs. The committee were informed that HCA recruitment was going to be recentralised and recognised that sickness levels in the Trust are of concern. The committee acknowledged the need for mental health support to staff.

Assurance: Moderate

9. DBS ASSURANCE REPORT AND 2019/20 WORK PROGRAMME

The committee received these reports and noted the positive progress that is being delivered. The committee recognised a resources gap that will impact upon the ability to maintain coverage in 12-18 months' time. The committee asked the Workforce Director to develop options to maintain adequate coverage of DBS checks.

Assurance: High

10. STAFF SURVEY UPDATE

The committee discussed the Staff Survey and improving response rates in next year's staff survey. A report will be presented at the February committee. We await formal results from the survey in autumn 2018.

Assurance: Not Applicable

11. BREXIT UPDATE

The committee received an update on Brexit. The Trust has 214 EU colleagues with the majority working in scheduled care. The committee recognised the high levels of uncertainty around the impact of Brexit and that full risk implications may not be known until March 2019. The committee acknowledged that internally work is aligned to national NHS preparations and gained some comfort from this.

Assurance: Moderate

12. AUDIT REPORTS UPDATE

The committee received an update on the progress from the Deloitte Audit reports. Timescales and target dates will be included in the next update.

Assurance: Moderate

13. FACILITY TIME REPORT

The committee received this report which is a requirement for the Trust to publish annually under the Trade Union Act.

Assurance: Not Applicable

14. TIME SHIFTING POLICY

The committee receive a verbal update from the Medical Director. There has been little progress in the development of this policy. The committee asked the Medical Director to look for an alternative approach to producing this policy that separates it from the development of the Job Planning Policy. This will be explored by the Medical Director. An update will come back to the committee in March.

Assurance: Insufficient

15. BOARD ASSURANCE BRIEFING PAPER FOR 7 DAY SERVICES

The committee received this paper and recognised that until services are reconfigured in line with the Future Fit proposals then we cannot complete the plan to deliver 7 Day Services in their entirety. NHSE are aware of this position. The committee noted the report.

The committee agreed to ensure this is logged on the risk register.

Assurance: Low

16. ANY OTHER BUSINESS

The committee received a verbal update from the Chief Operating Officer regarding very recent and unpredictable staffing challenges that had arisen in urology services. The Chief Operating Officer stated that a plan to mitigate risks would now be developed. It was agreed this would be added to the BAF and risk register.

Assurance: Insufficient

The committee were also informed of an increasing risk in unscheduled care with two recent acute physician resignations. The Chief Operating Officer stated that a plan to mitigate risks would now be developed. It was agreed this would be added to the BAF and risk register.

Assurance: Low

Chris Weiner
25th January 2019