

SUMMARY FROM WORKFORCE COMMITTEE

HELD ON 15TH APRIL 2019

Assurance ratings used by Workforce Committee:

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

The Workforce Committee on April 15th 2019 was not quorate. This was due to an unannounced CQC visit at that time. Given the presence of three NEDs, it was decided that a non-quorate meeting would continue to consider the papers and provide a statement of assurance to the Board.

1. OORGANISATIONAL DEVELOPMENT (OD) PLAN

The meeting received an update regarding the OD Plan and actions taken since the last meeting. The meeting recognised and supported the steps taken to progress the delivery plan since the previous meeting. The NEDs expressed their concerns relating to the ownership of the plan and emphasised the importance of this being owned trust wide and not just by the workforce team. In order to improve the assurance level, it was agreed that an extraordinary Workforce Committee would be scheduled for early in the summer. The senior leadership team for each Care Group will be invited to attend this meeting and provide clarity to the Workforce Committee on how they are influencing the culture in their areas. This will be followed by a further extraordinary meeting in Autumn time when the NEDs will be seeking clear examples of change has been delivered in practice.

ASSURANCE: LOW

2. STAFF SURVEY

The meeting received an update on the staff survey action plan and were informed that over 30 expressions of interest have been received from staff interested in becoming Freedom to Speak up Advocates. The meeting discussed triangulating data from HR, PALS, Complaints and including Datix reports to provide a fuller view of the organisational position. The Committee will receive a themed summary of the free text from the Staff Survey at the next meeting.

ASSURANCE: LOW

3. QUALITY IMPROVEMENT PLAN: WORKFORCE

The meeting received the plan which shows the diversity of interventions relating to staffing and training. The monthly dashboard was reviewed. There are several Improvement Steering Groups (ISG) set up and the dashboard includes a statement that supporting evidence has been completed to provide assurance. The meeting was concerned about the slow progress with the nursing business case and asked for this to come to the May Committee to prevent further delays.

ASSURANCE = MODERATE

4. RECRUITMENT AND RETENTION REPORT

The meeting received a Recruitment and Retention report and recognised the significant improvements made in this document. The Committee felt better informed. The meeting discussed the report and recognised that the starters and leaver's numbers were very similar and agreed that retention needs greater focus in order to maximise the organisational benefit of recruitment interventions. The meeting asked for more emphasis to be given to encourage bank workers to consider substantive positions. The meeting asked for a Tier 3 sub group of the Workforce Committee to be set up to focus on Recruitment and Retention.

ASSURANCE = LOW

5. EDUCATION AND TRAINING REPORT

The meeting received the Education and Training paper and discussed the key issue of staff having enough time to complete their statutory training together with access to the training. The meeting fed back it was a good paper and were assured that the senior leaders in the organisation are supportive of this plan including the Executives, Senior Leadership Team, Workforce Team and Staff Side colleagues. The meeting recognised the improvements made in this paper and recognised that a second piece of work regarding time to learn will be completed in the autumn.

ASSURANCE = MODERATE

6. EMERGENCY DEPARTMENT (ED) WORKFORCE FLASH REPORT

The meeting received the ED flash report. The meeting noted an update on the recent recruitment trip to India and Dubai which resulted in 17 offers being made and to date 12 accepted. The meeting was also informed that the new Medical Director will be working 0.2 wte in the Emergency Departments at both sites which provides additional support. The meeting discussed the importance of retention of these new doctors and were informed that the CESR programme and fellowship programme will increase the attractiveness of the offer. The meeting was also informed that the Mayor of Telford is particularly keen to support these new recruits and will be supporting the development of local community links.

ASSURANCE: MODERATE

7. EQUALITY AND DIVERSITY OF THE BOARD

The meeting received the Equality and Diversity profile of the Board. They were informed that there is a national requirement for the gender representation on Boards to be 50:50 Male and Female by 2020. The meeting suggested that a Trust representative approach community groups to provide more information regarding the NED role. The meeting recognised that the Board is not fully reflective of the community it serves. The Equality and Diversity Sub Committee will monitor this.

ASSURANCE: MODERATE

8. BOARD ASSURANCE FRAMEWORK (BAF)

The committee received the BAF and reviewed the two risks for Workforce Committee:

423 We need positive staff engagement to create a culture of continuous improvement

859 We need a recruitment strategy for key clinical staff to ensure the sustainability of services

The meeting highlighted the risks in the BAF around maternity but recognised that mitigating plans are in place. The meeting expressed concerns around the active management of the risk register which is showing out of date on some actions and needs reviewing.

The meeting agreed that risk 423 would remain as Medium (Amber) and 859 remains High (Red).

ASSURANCE: MODERATE

Chris Weiner
15th April 2019