

## **SUMMARY FROM WORKFORCE COMMITTEE**

**HELD ON 15<sup>TH</sup> JULY 2019**

### **1. NHSI OVERSIGHT OF WORKFORCE**

The Committee spent a significant amount of the meeting discussing the oversight from the NHSI of the Trust regarding workforce issues. NHSI have raised concerns regarding staff shortages in ED and the high use of bank and agency and have asked for increased assurances around our workforce data. The Committee were informed that a lot of work is ongoing to improve the governance that will support support a robust workforce plan. The Committee were also assured that the Director of Nursing, Medical Director and Workforce Director will be working together to make progress regarding the workforce challenges.

### **2. STAFF SURVEY**

The Committee received the Staff Survey update together with the free text responses. The Committee recognised the importance of feedback to staff that action is being taken following their responses. The Committee confirmed that this would go to Executive Directors for a discussion and further consideration. The Committee have scheduled two Extraordinary Workforce Committee meetings to hear from the Care Groups to provide assurance on actions they are taken in response to the Staff Survey particularly in relation to staff engagement and the OD plan.

### **3. MEDICAL REVALIDATION REPORT**

The Committee received the annual medical revalidation report which is a requirement of NHSE on revalidation of doctors. The Committee received assurance that a robust system has been implemented at SaTH and after 7 years this is well embedded and compliance is 99%. The Committee asked for a regular audit to be scheduled to monitor medical statutory safety updates for medical staff.

The Committee approved the report.

### **4. WORKFORCE ASSURANCE REPORT**

The Committee received the Workforce Assurance Report and highlighted recruitment challenges. The Trust have been offered support by HEE in speciality areas that we are struggling to recruit to. The Committee were informed that a business case is being developed to ensure the infrastructure is in place to support this work. The Workforce Committee will receive the Unify report in future which provides accurate data regarding filled shifts. The Committee also requested more supporting narrative for the graphs presented in the report.

The Committee were informed that the Trust will form part of the NHSI Retention Analysis from September and asked for more focus to be given to exit questionnaires. The Committee were provided with assurances that a review of wards 27, 28 and 11 has been commissioned to support these areas working together with the leadership team in the care groups, ward managers and matrons.

The Committee received the Workforce Plan for 19/20 and a focus was given to Ward 35 which will form part of the wider winter plan.

The Committee discussed the Emergency Department Flash Report which highlighted continuing challenges with middle grade doctors and a particular issue with night shifts. The Committee recognised the continual fragility of the locum workforce in ED. Particular concern was raised regarding the significant gaps in the staffing schedules for July and how assurance could be gained that these would be filled.

### **4. PEOPLE AND OD STRATEGY**

The Committee received the update on the People and OD Strategy and recognised that a lot of work is needed. The Committee also receive the People First report that was produced in response to a letter from the Chair of NHSI. It was agreed that further discussion was needed and it was suggested that consideration be given to combining People and OD strategy with People First.

## **5. RECRUITMENT UPDATE**

The Committee received an update from the first Recruitment and Retention Sub Committee. The Group had reviewed in Terms of Reference and the draft Recruitment and Retention strategy that will be approved in July. A lot of work is ongoing regarding recruitment and work is being carried out to ensure the business views align to the service needs. The Committee recognised the challenges of operating in a rural setting but were encouraged by the growing relationships with Universities in the region to improve opportunities.

## **6. EQUALITY, DIVERSITY AND INCLUSIVITY COMMITTEE UPDATE**

The Committee received the update from the Equality, Diversity and Inclusivity Committee and were asked to note their forward plan and to recognise the need for a full time ED lead on this matter. A brief discussion supported the importance of this Committee and stressed that success in this area was vital. The report was noted..

## **7. GMC SURVEY**

The Committee received an update from Dr Jenni Rowland following a GMC survey carried out. There are themes arising from the data submitted by Junior doctors one of which indicate that trainees are unhappy in some areas and particularly in regard to staffing and supervision. Acute medicine is the most challenged area together with geriatrics. Stroke at PRH is another challenging area and exception reports have also been received for working excess hours or working alone. The Medical Education Governance Committee will be reviewing and reporting back to the Workforce Committee.

## **8. Advanced Clinical Practitioner Roles**

The Committee received a paper proposing an approach to the development, deployment and governance of ACPs within the Trust. The Committee were supportive of the proposal, but unable to approve as it had not received prior executive approval and also required a financial appraisal.

Tony Carroll  
17-06-19