

## Workforce Committee Summary

The Board are asked to receive and note the Workforce Committee Chair's report of the key points from the meeting that it wishes to escalate to the Board

### Key points from the meeting held on 18<sup>th</sup> November 2019

#### Anesthetics Update

The Committee received an update on Anaesthetics which also involves a section 29A around intensivist cover. There are challenges particularly at PRH where the offer is considered more complex and recruitment to fill vacancies has been unsuccessful so far. The Committee received an update on the measures which have been put in place including a review of service provisions. The Committee recognised the importance of taking urgent action to fill the vacancies and agreed to progress an international recruitment drive.

**Assurance: Moderate**

#### Emergency Department (ED) Update

The Committee received an update on the Emergency Department including a summary of the current ED workforce and projected workforce by March 2020. An action plan has been developed, and all new recruits are invited to take part in a survey. This information is being collated and an update will come to the January 2020 Workforce Committee. The Committee was informed that the position remains fragile, with the main risks around consultant numbers.

**Assurance: Moderate**

#### People Strategy

The Committee received a verbal update on the People Strategy, which has been circulated for feedback. The People Strategy now requires review and consolidation. The Committee were reminded that the People Strategy was an integral component of the Hospital Transformation, therefore it was agreed that the revised People Strategy and a work plan will be circulated to Committee members early December (as there is no Workforce Committee Meeting in December) for feedback comments / approval via a virtual Workforce Committee, in preparation for it returning to Board in January 2020.

**Assurance: Moderate**

#### Catering Update

The Committee received an update paper on the Catering offer for staff which outlined the current provision together with a proposed improved offer. It was clearly recognised that improvements in catering provision are required to support staff especially during the out of hour's shifts.

The initial improvements proposed include extending the Cafe Bistro hours together with providing additional coffee and vending facilities to provide 24/7 facilities. The enhanced provision would require financial investment. The Committee agreed however that prior to submitting the final proposal to Board, staff are consulted with (particularly those working out of hours shifts) in order to ensure that any revised offering meets their requirements. The Committee heard that any change in provision (subject to approval) would take some time to implement therefore the Committee requested that consideration was also given to any

#### Assurance rating key re risk/issue status:

High: improving position

Moderate: unchanged position

Low: worsening position

enhanced provisions which could be made to support staff during the winter period. It was agreed that once this information is collated a full business case will be generated.

**Assurance: Moderate**

#### Staff Survey

The Committee received a verbal update on the National Staff Survey and was informed that the current response rate was at 32% which was 2% less than the same point last year and 3% below the national average at this point. A focus is being given to the top and bottom 5 areas in terms of response rate in an attempt to improve engagement. In addition, a recent promotion of the Staff Survey includes the potential to win some high street vouchers. Work is ongoing with the communications team to keep awareness high. The Committee was encouraged to hear that an additional survey is going to be circulated for bank and agency staff to provide additional intelligence.

**Assurance: Moderate**

#### Freedom To Speak Up (FTSU) Quarterly Update

The Committee received the Freedom to Speak Up Quarterly report together with a verbal update on how the self-assessment tool works. The Committee were assured that an action plan is being progressed. To offer support, ensure greater visibility and collective accountability the Committee have asked for monthly updates on FTSU. The Committee acknowledged the improved visibility of the FTSU Guardians compared to 12 months ago which is positive.

To ensure momentum it was agreed that the FTSU Action Plan would be circulated to Workforce for feedback comments / approval via a virtual Workforce Committee during December, in preparation for Workforce Committee in January 2020.

**Assurance: Moderate**

#### DBS Assurance Update

The Committee received an update on DBS checks. It was reported that at present due to resource and organisational pressures 833 DBS checks remain outstanding. The Committee were reminded of the importance of these checks to ensure compliance and safety, and that communication between Workforce and Nursing regarding this point needs to be enhanced. The Committee were however offered assurance that measures are in place to address this and to ensure that appropriate risk assessments are in place for those currently awaiting DBS checks.

**Assurance: Moderate**

#### Board Assurance Framework

The Committee received Risk Awareness training and it was agreed that the Workforce team would receive more in depth training.

The Committee reviewed the Board Assurance Framework for Assurance on the following risks:

- **423 We need positive staff engagement to create a culture of continuous improvement**  
**Assurance: Moderate**
- **859 We need a recruitment strategy for key clinical staff to ensure the sustainability of services**  
**Assurance: Moderate**

The Committee discussed the BAF and agreed that the rating would remain the same.

**Completed by: Teresa Boughey, Chair of the Workforce Committee**

**Date: 18-11-19**

**Assurance rating key re risk/issue status:**

**High: improving position      Moderate: unchanged position      Low: worsening position**