

Workforce Committee Key Issues Report

Report Date: 16-03-20		Report of: Workforce Committee
Date of last meeting: 17-02-20		Membership Numbers: 7 Quoracy met = Yes
1	Agenda	<p>The Committee was conducted virtually and considered an agenda which included the following:</p> <ul style="list-style-type: none"> • COVID 19 • Overseas Nurses • BAF • Culture program
2a	Alert	<p>The Committee wish to alert members of the Board that:</p> <ol style="list-style-type: none"> 1) COVID 19 is an unprecedented challenge for the organization in terms of workforce. Here is a summary of workforce issues/actions relating to COVI 19 (notwithstanding that the situation remains fluid) <ul style="list-style-type: none"> — Overseas Nurses - There is a risk that our overseas nurses may now not arrive due to travel restrictions (it is being explored if their arrival can be fast tracked) Accommodation remains a challenge and the HR team are exploring various options including student accommodation and possibly using local hotels. We may also have issues with OSCE exams as Nurses may not be able to travel to Ireland to sit them and/or exam centers may close. Any of the Overseas nurses here (and hopefully coming) who have not yet sat the exam will have to wear green armbands enabling us to use them in other roles. — Student Nurses - Discussions are underway regarding student nurses being drafted in including student nurses getting their PIN early and even nurse lecturer's being drafted in to help — All staff (including non-clinical) are being asked to consider being deployed into other roles (where appropriate) and the training team are looking at what training they need to be up skilled — Leavers & Retirees - The Trust is contacting all staff who have left us to see if they will come back. I would imagine this includes retirees. (The trust is awaiting National guidance) — Agency - There are challenges with Agency staff taking up roles combined with guidelines which we understand advise staff not to work between other Trusts — Payroll - There is potential concern re payroll. Specifically, that the system cannot be accessed remotely. This is being looked into 2) FTSU Guardian provided a general update and also confirmed that they are feeding staff issues daily into the Medical Director. This is proving really helping to ensure that staff daily messages are addressing the immediate concerns being raised. 3) The BAF was reviewed and will be updated to include COVID 19.

		4) All non-essential training has been paused in the current circumstances to focus on Statutory Training										
2b	Assurance	<p>The Committee wish to assure members of the Board that:</p> <ul style="list-style-type: none"> — COVID 19 – All actions are being taken to ensure appropriate staffing levels in all areas, notwithstanding that situation is unprecedented. — All workforce challenges are being fed into the GOLD meeting — Processes are in place to ensure appropriate communication to staff including the development of Frequently Asked Questions. — The retention of the new nurses and how to support them is being supported by the Recruitment and Retention sub-committee 										
2c	Advise	<p>The Committee wish to advise members of the Board that:</p> <ul style="list-style-type: none"> — The People Strategy continues to be developed — The Trust will participate in the Culture Leadership Program is a national program with NHSI/E involving 50 organisations looking at Discover, Design and Delivery program methodology. — Work continues to analysis the Staff Survey — The Committee will receive regular updates on the Workforce Plan which is being developed in conjunction with HTP 										
2d	Review of Risks											
<p>a) The Committee reviewed the Board Assurance Framework for Assurance on the following risks:</p> <ul style="list-style-type: none"> • BAF 423 - IF we do not have positive staff engagement THEN we cannot support a culture of safety and continuous improvement. <i>Level of assurance provided: Low</i> • BAF 859 - IF we do not have a recruitment strategy and retention strategy along with demand-based rostering for key clinical staff THEN we cannot ensure the sustainability of services. <i>Level of assurance provided: Low</i> • Click for BAF risk option <i>Level of assurance provided: Click for option.</i> <p>b) In considering these risks, the Committee can confirm:</p> <p style="text-align: right;"><i>Check box to confirm</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">1 The BAF risks are up-to-date</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2 The direction of travel stated is current and correct</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 The current risk rating is correct</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added?</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>					1 The BAF risks are up-to-date	<input checked="" type="checkbox"/>	2 The direction of travel stated is current and correct	<input checked="" type="checkbox"/>	3 The current risk rating is correct	<input type="checkbox"/>	4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added?	<input type="checkbox"/>
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If there are changes to content or new risks identified the Committee recommends to the Board												
Click for BAF risk option												
Recommendation:												
3	Actions to be considered by the Board	— Report to be noted										
4	Report compiled by	<i>Teresa Boughey Chair of Committee</i>	Minutes available from	<i>Alison Kerr-Gold Committee Support</i>								