

Chair of Workforce & Organisational Development Committee Report 4 February 2019

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Agenda Item No: 12.6

WOD CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	4 th Feb 2019
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 21 Dec 2018
Executive Summary:	<p>This report provided a chairman's summary of WOD and the key areas of discussion covered are as follows:</p> <ul style="list-style-type: none"> • Terms of Reference • The National Call to Action – Tackling Bullying within the NHS • Equality, Diversity & Inclusion Approach • Annual Education & Training Delivery Plan • Annual Review of WOD Performance • 2018 National Staff Survey • AfC Pay Deal 2018 – Closure of Band 1 • Executive Workforce Report • Attraction & Retention • Review of BAF Risk
Action Requested:	Receive and note
For the attention of the Board	
Advise	Advise
Author + Contact Details:	Alan Duffell – Director of Workforce Junior Hemans – Committee Chair
Links to Trust Strategic Objectives	4. Attract, retain and develop our staff, and improve employee engagement 6. Be in the top 25% of all key performance indicators
Resource Implications:	N/A
CQC Domains	Well-led: the leadership, management and governance of the organisation make sure it's providing high-quality care that's based around individual needs, that it encourages learning and innovation, and that it promotes an open and fair culture.
Equality and Diversity Impact	
Risks: BAF/ TRR	SR1
Risk: Appetite	No change
Public or Private:	Public
Other formal bodies involved:	Board Committee
References	N/A

NHS Constitution:	In determining this matter, the Board should have regard to the Core principles contained in the Constitution of: <ul style="list-style-type: none">• Equality of treatment and access to services• High standards of excellence and professionalism• Service user preferences• Cross community working• Best Value• Accountability through local influence and scrutiny
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Workforce & OD Committee – 21 Dec 2018
Summary Report

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Assurance level	Color to use in 'Assurance level*' column below
Not assured	Red - there are significant gaps in assurance and we are not assured as to the adequacy of current action plans If red, commentary is needed in "Next Actions" to indicate what further steps are required to address the gap
Partially assured	Amber - there are gaps in assurance but we are assured appropriate action plans are in place to address these
Assured	Green – there are no gaps in assurance

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
Terms of Reference	Green	The ToRs were reviewed and agreed to include a "floating" executive member, in a similar way to that of the NED.	Revised ToRs to be signed off at Trust Board	Feb 2019
The National Call to Action – Tackling Bullying within the NHS	Amber	An extensive discussion took place with regards to alleged bullying within the wider NHS as well as the position locally, with regards the work that the Trust was undertaking to tackle help bullying. Although there appears to be no significant deterioration, nationally or locally, there is little evidence of improvement.	It was agreed it was important to understand if there was a real or perceived issue within RWT in relation to bullying & harassment and as such it was agreed that current data would be cross referenced with the results on the National Staff Survey (due Feb 2019) and a follow up paper to come back to WOD.	Apr 2019
Equality, Diversity & Inclusion Approach	Amber	The committee reviewed the actions taken and improvements made with regards to the Trust EDI Approach. The committee was broadly supportive of the approach being taken but recognised there was a clear need to incorporate improved indicators and times scales for the	Time bound actions and appropriate indicators to be incorporated.	Feb 2019

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		actions.		
Annual Education & Training Delivery Plan	Green	The committee reviewed the 6 month progress with the annual education & training delivery plan and considered it to be very comprehensive and progressing well.		
Annual Review of WOD Performance	Green	A draft version of the survey to be utilised for the annual WOD performance review was considered. Subject to some very minor amendments, this would be distributed to all committee members for completion.	The results would be collated and come back to the next WOD.	Feb 2019
2018 National Staff Survey	Green	The committee was updated on the progress of the staff survey and the final response rate was 38%, which was slightly lower than the previous year. Not until the national results are published will be able to compare ourselves with similar NHS organisations.		
AfC Pay Deal 2018 – Closure of Band 1	Green	A key aspect of the new 2018 AfC Pay Deal was that band 1 would be closed with effect from the 1 st Dec 2018. The committee was updated on all the actions that needed to be addressed for this to be progressed.		
Executive Workforce Report	Green	The committee considered the latest executive workforce report and it was positive to note that the Trust vacancy rate was now below 7% and that the		

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		active nursing bank was increasing in size. The committee also discussed the forthcoming Long Service awards, which are aimed at recognising NHS long service at 25, 30 and 40 years.		
Attraction & Retention	Green	In addition to the work the Trust was already progressing on attraction and retention, the committee was informed that the Trust, at our request, was now part of Cohort 4 of NHS Trusts who are receiving additional focused support from NHS Improvement with regards to the national retention agenda.	A 12 month staff retention plan would come back to WOD in 2019.	Apr 2019.
Review of BAF Risk	Green	The most recent version of the workforce risk was reviewed and it was agreed that there were no new risks that needed to be added. It was agreed to retain the current risk level until there was further evidence of sustained improvement in the Trust vacancy rate.	Risk level to be reviewed at the next WOD meeting.	Feb 2019