

WOD COMMITTEE CHAIRMAN'S SUMMARY REPORT 4 March 2019

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Agenda Item No: 12.7

WOD CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	4 th March 2019
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 22 Feb 2019
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 • Sickness Absence Indicators • Update on the implementation of the 2018 AfC Pay deal and the closure of band 1. • The 2018 National Staff Survey • Leadership Development Delivery Approach • Annual Review of WOD Performance • Communications Agenda • Mandatory Training Review • Developing Workforce Safeguards • WRES & WDES • 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	Board Committee

bodies involved:	
References	N/A
NHS Constitution:	<p>In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:</p> <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

Workforce & OD Committee – 22 Feb 2019
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
Sickness Absence Indicators	Amber	The committee discussed the current sickness absence position and in addition to this, the seasonal variation was taken into consideration. It was agreed that this needs to be accounted for within the 19/20 metrics.	Revised seasonal indicators to be presented at WOD	Apr 2019
Update on the implementation of the 2018 AfC Pay deal and the closure of band 1.	Green	Assurance was given that all the necessary steps had been taken at both an organisational level and the support was in place to support individuals, for the transition into band 2, where staff choose to do so. Given the lack of a national electronic solution to support the pay progression element of the AfC pay deal, this would initially be in paper form, however, there was no anticipated delays expected in implementing this for 19/20.		
The 2018 National Staff Survey	Amber	The results and initial analysis were tabled, recognising that they	High level organisational actions and divisional actions	Apr 2019

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		were embargoed until the national release on the 26 th Feb 2019. Overall RWT had broadly remained in line with 2017 but there were some areas of significant improvement. Nationally, for the first time, results are split into the new 10 themes, replacing the previous 28 – 32 Key Findings. Of the 10 themes, RWT was above the average for comparator Trusts in 9 of these themes.	would be presented for the next WOD	
Leadership Development Delivery Approach	Amber	The committee discussed the draft approach and made 3 additional recommendations before being finalised: <ul style="list-style-type: none"> • Embed quality improvement more fully • Shorten and simplify the document where possible • Ensure that a clear more detailed version of required management skills is listed. 	Final version to come back to the next WOD	Apr 2019
Annual Review of WOD Performance	Amber	A review was undertaken of the feedback received from members on the performance of WOD, which were rated against each area as either Green (no further action) Amber (some consideration needed) or Red (action needed). Most of the feedback was rated as green, however there were some amber and red	The chair and Director of Workforce to agree next steps/actions	Apr 2019

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		areas to consider.		
Communications Agenda	Green	The committee was updated that there will be a communications & public involvement strategy, which is to be separate from a Staff Engagement & Recognition Strategy.		
Mandatory Training Review	Amber	The committee was given assurance on the progression of the mandatory training action plan. It was also noted that in order to provide a clearer organisational position, the BCPS was separated out, which demonstrated that most of the divisions were performing well, other than BCPS, which was largely due to data transfer problems and IT access.	The aim for next FY is to also separate out appraisal position to show BCPS as a standalone area. The BCPS position would again be reviewed in more detail later in the year.	Apr 2019 Jul 2019
Developing Workforce Safeguards	Amber	The committee reviewed a recent NHSI publication which focuses on the wider workforce agenda. The committee discussed the importance of reviewing the Trusts position against the workforce planning self-assessment tool. WOD agreed that it will in future play a key role as part of workforce governance.	It was agreed to incorporate into a future BDS It was agreed for the workforce self-assessment to come to WOD, along with a draft governance model to meet the needs of RWT	TBA Apr 19
WRES & WDES	Amber	The WRES data & actions were reviewed and the future WDES was discussed. Whilst 3 of the WRES indicators (recruitment, disciplinary & non-mandatory training) were showing signs of improvement,	It was agreed that the action plans would be revisited following the triangulation of the WRES data and the national staff survey	Apr 2019.

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		there was still further work required.		
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. However, given that the committee was not quorate, no decision could be made on reducing the risk level following further evidence on the continued improvement with recruitment and the Trust vacancy rate.	Risk level to be reviewed at the next WOD meeting.	Apr 2019