

Chairs Report of the Workforce Organisational Development Committee 26 April 2019

13 May 2019

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Agenda Item No: 12.5

WOD CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	13 th May 2019
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 26 Apr 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"> • Deep Dive Objectives • Attraction & Retention • The 2018 National Staff Survey • Gender Pay Gap • Key Workforce Updates • Apprenticeships – Exec Workforce Report • Workforce Resourcing & Productivity • Performance Metrics & Targets • Health & Wellbeing Strategy • Communications Strategy • 2019/20 Workforce Plan • Theatre Staff Resourcing Deep Dive • 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:	<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 – 26 April 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
Deep Dive Objectives	Green	The committee discussed and agreed the option of two deep dives over the next 12 months covering primary care and radiology	Items to be added to agenda over the next 12 months	Aug 2019 & Feb 2020
Attraction & Retention	Green	Assurance was provided with respect to the work being undertaken in this area, linked to the NHSI cohort that the Trust had signed up to. There was extensive discussion on examples and mechanisms to support flexible working.	It was agreed that the committee should receive a further update later in the year.	Oct 2019
The 2018 National Staff Survey	Green	The results and potential actions were discussed and the committee was informed that this year there should be a greater emphasis on divisional ownership, as well as feeding back to staff what has been undertaken since completing the staff survey. In support of this a monthly Staff Survey Oversight Group had been established to		

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		monitor the delivery of the actions. In addition to this, following a Leeds visit, the Director of Workforce outlined some of the learning from that NHS Trust.		
Gender Pay Gap	Amber	The committee reviewed the gender pay gap publication. Although it recognised that changes would be part of a longer term journey, it was agreed that the Trust should look at what measures could be considered in the shorter term	Potential actions to be considered and updated at the next WOD meeting	Jun 2019
Key Updates	Amber	The Director of Workforce informed the committee that the Interim National People Plan, to support the NHS Long Term Plan, should be released shortly. In addition he explained that later in the year there should be a further update of the People Plan based on revised funding allocations. In addition to this he outlined that in future the expectation was from NHS E/I there would be much greater STP focus, including the development of STP workforce plans.	It was agreed to bring the People Plan to the next meeting of WOD	Jun 2019
Apprenticeships – Exec Workforce Report	Amber	As part of the review of the executive workforce report, there was significant discussion in relation to apprenticeships. Although the Trust continues to do well in this area, it was	An apprentice deep dive data analysis is to come back to the next WOD meeting.	Jun 2019

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		considered that a more detailed analysis was needed.		
Workforce Resourcing & Productivity	Amber	The committee was given assurance on the overall progress being made with regards to resourcing and productivity. However, it was noted that the Trust continued to have significant fluctuations in the use of leave	A more detailed analysis of the use of leave and potential actions to minimise fluctuations, to come back to a future meeting	Aug 2019
Performance Metrics & Targets	Green	The committee reviewed and approved the revised workforce targets for 2019/20		
Health & Wellbeing Strategy	Red	The committee recognised that progress had been made with the draft H&WB strategy, however there was much more work to be done to achieve a final strategy.	It was agreed that this would come back to the next meeting.	Jun 2019.
Communications Strategy	Amber	The draft strategy was presented for comment and it was noted that it required a clearer understanding of who the target audience was for this strategy.	To come back to the next meeting of WOD.	Jun 2019
2019/20 Workforce Plan	Green	The workforce plan was presented to the committee and although it was agreed, it was recognised that in future it was important to incorporate an overarching summary sheet to clearly outline key changes and the rationale.		
Theatre Staff Resourcing Deep Dive	Green	Following up from an action at the F&P Committee, WOD reviewed the issues, actions and progress		

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		being made to improve resourcing position within theaters.		
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 the continued improvement with the Trust vacancy rate, there was significant discussion on the potential to reduce the risk level. However, it was agreed to retain at the current level until the committee was assured that the vacancy rate was stable at the 6 to 7% region or below.	Risk level to be reviewed at the next WOD meeting.	Jun 2019