

Chair's Report Workforce Organisational Development Committee (WODC) 5 August 2019

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Agenda Item No: 10.2

WOD CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	5 th Aug 2019
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 28 Jun 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"> • Communications Strategy • Interim NHS People Plan • Workforce Planning • Exec Workforce Report • WOD ToRs and Work plan • Workforce safeguards and Role Development • Education & Training Report/Apprentice Deep Dive • Model hospital • Sickness Absence • Working Age • 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 – 28 June 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
Communications Strategy	Green	The committee supported not having a specific communications strategy, however it was agreed to have a 2 year plan	A two year direction of travel paper to come back to the next WOD.	Aug 2019
Interim NHS People Plan	Green	A summary of the key aspects of the IPP were discussed		
Workforce Planning	Green	Linked to the discussion on the IPP, the committee was updated on the BC STP work being undertaken with respect to system workforce planning. However, it was recognised that the workforce needs also need to be balanced against the financial limitations.		
Exec Workforce Report	Amber	The committee reviewed and discussed key aspects of the workforce report. The discussion focused on the following areas: <ul style="list-style-type: none"> • Leadership competencies • Medical bank supply • Bank fill & unfilled rates 	<p>Circulate the recently established leadership competencies.</p> <p>Additional information to be provided about bank fill and unfilled rates, specifically in relation to medical, surgical and community nursing</p>	<p>Aug 2019</p> <p>Oct 2019</p>

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		<ul style="list-style-type: none"> Job planning project & other workforce information systems 		
WOD ToRs and Work plan	Green	The revised ToRs and work plan were supported		
Workforce safeguards and Role Development	Amber	<p>The committee reviewed and supported the governance framework and the ToRs for the Role Development Steering Group.</p> <p>There was significant discussion with respect to individuals working at top of license and professional registration.</p>	It was requested that the Dep MD and Associate Chief Nurse provide a briefing on the responsibilities and safeguards where new/expanded roles were being introduced.	Aug 2019
Education & Training Report/Apprentice Deep Dive	Green	The committee reviewed the progress of education and training, including induction and mandatory training, along with a specific deep dive into the progress of the apprentice programme.		
Model hospital	Green	The workforce elements of the Model Hospital were reviewed by the committee		
Sickness Absence	Green	A sickness absence report was presented along with a specific deep dive into the estates and facilities division. The committee was given assurance on the progress of the various action plans.		
Working Age	Amber	Linked to the previous item, the committee explored the implications of a higher a retirement age and therefore a longer working age. The committee was informed of some national work that had been undertaken with the 'Working Longer	It was agreed that a Trust assessment should be undertaken, linked to the national working longer review and to come back to a future WOD meeting.	Oct 2019

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		Review', which could then be used at a local level.		
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.	Risk level to be reviewed at the next WOD meeting.	Aug 2019