

Chair's Report Workforce Organisational Development Committee 2 December 2019

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Agenda Item No: 7.2

WOD CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	2 nd Dec 2019
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 25 th Oct 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 • Attraction & Retention • Working Longer Review • Apprenticeships Update • NHS People Plan • Dying to Work Charter • Workforce Resourcing & Productivity • Leadership & Management Development • Staff Survey • 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 – 25 October 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
Terms of Reference	Amber	It was recognised that attendance by all three of the Dep COOs to each WOD was proving challenging due to other commitments. It was agreed to review the ToRs to have at least one of the three Dep COOs in attendance and potentially use that time for a workforce deep dive on that division.	Bring revised WOD ToRs back to the next meeting	Jan 2020
Attraction & Retention	Green	The committee considered the progress made on the current plan and noted the focus on: <ul style="list-style-type: none"> • Flexible working • Developing the nursing workforce • Reviewing retire & return options • Analysis of 'leaver' data 		
Working Longer Review	Amber	The committee considered the implications of staff needing to work longer (due to changing retirement ages) and how this may link into the wider health and wellbeing agenda	It was agreed to assess the organisation against the national Working Longer Review framework tool and consider what actions could be progressed.	Jan 2020

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
Apprenticeships Update	Amber	The committee reviewed the progress that had been made in relation to apprentices. It was noted that the Trust was below our public sector quota/target of 204, although we were still awaiting the latest figures.	Review what can be learned from other organisations and receive the next round of data back to a future WOD meeting	Jan 2020
NHS People Plan	Green	The committee were informed that there was still an expectation that the full people plan would be out just prior to Christmas and that for the Trust the three key areas would be; the Core Offer, the Leadership Compact and making the NHS a Great Place to Work		
Dying to Work Charter	Green	The committee was provided with an update on an initiative from the TUC, supported through our JNC and LNC, with respect to supporting staff with a terminal illness. The charter in essence formalises an approach that the Trust has previously informally supported.		
Workforce Resourcing & Productivity	Green	A full update was provided which included the overseas recruitment, the implementation of TRAC, vacancy position and the implementation of e-job planning. In addition to this the committee also discussed the utilisation of 'new roles' such as PAs and their use across the organisation.		
Leadership & Management Development	Amber	The progress on leadership & management	Consider additional pulse survey questions to be included as part	Mar 2020

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		development was presented. This included the management skills framework and a potential behavioral survey in order to have a greater focus on culture.	of the staff FFT	
Staff Survey	Amber	The committee discussed the work being undertaken with regards to the promotion/ communication activity for the 2019 survey. The importance of culture and the need for triangulation of information was also discussed, along with the communication & progress of the “you said, we did” divisional actions cards.	The aspects of culture to be considered in more detail going forward, possibly within the future people strategy	Mar 2020
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.	Jan 2020