

# Chair's Report Workforce & Organisational Development Committee

## 3 March 2020

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Agenda Item No: 10.3

WOD CHAIRMAN'S SUMMARY REPORT	
<b>Meeting Date:</b>	3 March 2020
<b>Title:</b>	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 24 <sup>th</sup> Jan 2020
<b>Executive Summary:</b>	<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"> <li>• Terms of Reference</li> <li>• Workforce Planning – Self Assessment Tool</li> <li>• Working Longer Review</li> <li>• Apprenticeships Update</li> <li>• Executive Update</li> <li>• Exec Workforce Report – Model Hospital</li> <li>• Exec Workforce Report – e-roster</li> <li>• Exec Workforce Report – e-job planning</li> <li>• Employee Relations &amp; Improving People Practices</li> <li>• Staff Engagement &amp; Survey</li> <li>• Review of BAF Risk</li> </ul>
<b>Action Requested:</b>	Receive and note
<b>For the attention of the Board</b>	
<b>Advise</b>	Advise
<b>Author + Contact Details:</b>	Alan Duffell – Director of Workforce Junior Hemans – Committee Chair
<b>Links to Trust Strategic Objectives</b>	4. Attract, retain and develop our staff, and improve employee engagement 6. Be in the top 25% of all key performance indicators
<b>Resource Implications:</b>	N/A
<b>CQC Domains</b>	<b>Well-led:</b> 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.
<b>Equality and Diversity Impact</b>	
<b>Risks: BAF/ TRR</b>	SR1
<b>Risk: Appetite</b>	No change
<b>Public or Private:</b>	Public
<b>Other formal bodies involved:</b>	Board Committee

<b>References</b>	N/A
<b>NHS Constitution:</b>	<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"><li>• Equality of treatment and access to services</li><li>• High standards of excellence and professionalism</li><li>• Service user preferences</li><li>• Cross community working</li><li>• Best Value</li><li>• Accountability through local influence and scrutiny</li></ul>

**Workforce & OD Committee – 24 January 2020**  
**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 committee reviewed and supported the revised ToRs		
Workforce Planning – Self Assessment Tool	Amber	The current position was outlined against the assessment tool which highlights areas for improvement. The workforce planning model is currently being trialed within divisions. The importance of future role development was discussed and how technological changes were feeding through to medical schools	Progress update to a future meeting on workforce planning.  Provide an update on how future roles/needs would feed through into medical training	May 2020  Mar 2020
Working Longer Review	Green	The committee reviewed the Trust current position against the benchmarking framework. It was recognised that both a flexible working culture and flexible employment/roles should also feed into the future People Strategy for the Trust	It was agreed it will be important to develop and communicate case studies where we have been able to support staff in working longer	May 2020
Apprenticeships Update	Amber	It was recognised that like many NHS Trusts, our Q3 figures are likely to indicate that we are off	This will continue to be an area of focus/monitoring for the Trust	Mar 2020

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		target and a corporate risk has been raised in relation to this.		
Executive Update	Green	The key updates included: <ul style="list-style-type: none"> <li>National people strategy will be launched after the budget</li> <li>From Sep grants will be available for healthcare students of between £5k and £8k</li> <li>Our STP is developing a workforce strategy</li> </ul>		
Exec Workforce Report – Model Hospital	Green	For the first time, reports from the model hospital were included for comparison and the Trust compared well against a wide range of the workforce performance indicators	This should be repeated in a future executive workforce report for WOD	Jul 2020
Exec Workforce Report – e-roster	Amber	It was noted that we were falling behind our target to set rotas 6 weeks in advance. Work was underway to move to all wards onto auto roster.	Work to improve against the 6 week target should continue and progress will be reviewed at a future WOD meeting	May 2020
Exec Workforce Report – e-job planning	Green	The committee discussed and supported the role out and reporting of e-job planning information	There was a requirement to improve the clarity of how the the information is presented	Mar 2020
Employee Relations & Improving People Practices	Green	Work was progressing well in this area and the Trust only have two live ETs, which compares well with many NHS Trusts. The committee was informed about undertaking H&WB ‘check ins’ for staff going through process and for more serious panels the Trust is aiming to move to a 3 person panel.		

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
Staff Engagement & Survey	Green	The committee considered the initial information in relation to the 2019 national staff survey. Early indications are that it is a positive result for the Trust		
Review of BAF Risk	Green	The most recent version of the workforce risk was reviewed and following an extensive discussion, given the evidence of a steadily reducing vacancy position, it was recommended to reduce the risk level from 4x5 = 20 to 3x5 = 15. No new risks were identified.	To be approved at the next appropriate board meeting	