Workforce & Organisational Development (WOD) Committee
December 2017
Chair's Report

Safe & Effective | Kind & Caring | Exceeding Expectation

CHAIRMAN'S SUMMARY REPORT

Name of Committee/Group:	Workforce & Organisational Development (WOD) Committee
Report From:	Junior Hemans
Date:	20 Dec 2017
Action Required by receiving committee/group:	✓ For Information ☐ Decision ☐ Other	

Aims of Committee: Bullet point aims of the reporting committee (from Terms of Reference)	To review and oversee the management of workforce risk across the Trust and To provide assurance on the following key areas of workforce governance: • Resourcing • Skills • Leadership & organisational effectiveness • Engagement. • Productivity	
Drivers: Are there any links with Care Quality Commission/Health & Safety/NHSLA/Trust Policy/Patient Experience etc.	To receive reports, reviewing and ensuring compliance with national, regional and local standards to ensure high quality service provision and to ensure compliance with regulatory authorities.	
Main Discussion/Action Points: Bullet point the main areas of discussion held at the committee/group meeting which need to be highlighted	Key areas of discussion covered: • Mandatory training compliance • Apprentice provision • Resourcing & vacancy position • Workforce performance data • National Call to Action – Bullying & Harassment • Recruitment Processes – Audit Report • Model Hospital • Draft National Workforce Strategy • Workforce risks	

Main Discussion/Action Points: Bullet point the main areas of discussion held at the committee/group meeting which need to be highlighted	Key action points outlined within the document below.
Risks Identified: **Include Risk Grade (categorisation matrix/Datix number)**	No additional risks identified at this time

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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 is 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
Mandatory training compliance	Red	The committee noted that progress was being made with a range of actions, including the progression of the review of training needs required for the different roles. However, it was recognised that further work is needed to improve performance in relation to specific mandatory training. The committee also discussed the importance of reporting the position with regards to VI/Division 3	It was agreed that compliance would remain under regular review Future reports for the next FY to incorporate VI/Division 3	Feb 2018 Apr 2018
Apprentice provision	Amber	Committee agreed to defer the draft longer term approach for apprentices, within the Trust, until Feb 18	Review draft approach and progress against targets at next meeting.	Feb 2018
Resourcing & Vacancy Position	Amber	The committee noted that nurse vacancies had risen slightly and nurse recruitment had dropped slightly. The current actions were	As well as progressing with the current actions, it was agreed that there may be a need to explore the option of overseas nursing once again.	Apr 2018

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		reviewed and the committee noted that an attraction and retention steering group had been established. However, it was also recognised that from a generational perspective, our staff are much more likely to move around various NHS trusts rather than stay in just one.		
Workforce Performance Data	Amber	The new workforce performance matrix was reviewed and the committee supported the inclusion of 5 standard "key" metrics at the front	Further identified improvements to be incorporated into the report would be a 'hot spot' summary at front of the report with supporting narrative. For the end of the FY it was also agreed to consider incorporating medical appraisal and re-validation	Jan 2018 Mar 2018
National Call to Action – Bullying & Harassment	Green	The committee received a summary and Trust actions in support of the national call to action. It was clear that the Trust was making good practice against key areas.	Actions would again be reviewed following the publication of the National Staff Survey results	Mar 2018
Recruitment Processes – Audit report	Amber	The recent internal audit report was reviewed which identified that the centralised recruitment provision was shown to be more effective than the de-centralised aspects. The actions to address the audit report were noted, including the need for greater centralisation & standardisation	The committee requested to review the progress made and the inclusion of future performance indicators at the end of the FY	Apr 2018
Model Hospital	Amber	The Director of	The committee	Apr 2018

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		Workforce outlined the principles of the NHSI Model Hospital and the committee focused on the 'people' aspects of the report. The report indicated that our retention rate was higher than that of the peer median & national median and although our sickness absence rate indicated a better position than the peer median, RWT was above the national median.	recognised the importance of the model hospital report and agreed to review the report 3 times per year, in order to better understand how RWT compares and what actions may need to be considered.	
Review of Employment Relations Trends	Green	The committee reviewed the organisational trends with respect to ER issues. The level of activity had remained largely constant & consistent over time. However, the committee noted that since the removal of fees for lodging an Employment Tribunal (ET), nationally there may be an increase in the number of ET claims		
National Workforce Strategy – Facing the Facts, Shaping the Future	Green	The Director of Workforce outlined that a new national strategy had been issued for consultation. This is based on 6 high level principles which the committee broadly supported	A summary of the full document would be incorporated within the 'reading room' and/or distributed to committee members	Jan 2018
Review of BAF Risk	Green	The most recent version of the workforce was reviewed and the requested changes had been incorporated with further actions.		