Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 23 February 2018

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WOD COMMITTEE CHAIRMAN'S SUMMARY REPORT	
Meeting Date:	26 Mar 2018
Title:	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 23 Feb 2018
Executive Summary:	This report provided a chairman's summary of WOD and the key areas of discussion covered are as follows: • Mandatory training compliance • Certificate of Sponsorship • Draft Education & Training Strategy • Apprentice Plan • Workforce performance data • Equalities & WRES • Study Leave Audit • Workforce Risks
Action Requested:	Receive and note
For the attention of the Board	
Advise	Report on the development and operation of the recently convened Committee.
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	WRES included within the summary report
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: • 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 – 23 Feb 2018
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 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 number of actions and it had been confirmed that sufficient capacity was being made available to meet the organisational demand. As such, it was agreed that this continues to be a priority area of focus at a divisional level.	It was agreed that compliance would remain under regular review	Apr 2018
Certificate of Sponsorship	Amber	It was reported that the Trust had struggled to obtain the number of COS licenses that had been requested, which in turn was having an impact on the clinical fellows programme. However, this issue is a national issue and not restricted to RWT.	The committee recommended that this issue is included as part of the workforce risk, SR1. It was also agreed, where appropriate to front load overseas recruitment to the first two quarters of the 18/19 FY	Apr 2018 Oct 2018
Draft Education & Training Strategy	Green	The committee reviewed and supported the revised strategy, with only a few minor changes.	It was decided to incorporate greater clarity in its funding requirements and performance metrics to be included.	Apr 2018

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
Strategic Plan for Apprentices	Green	The draft plan was reviewed and committee supported the need for a more strategic approach in how we focus on the apprentice agenda within the Trust.		
Workforce Performance Data	Amber	The committee reviewed in detail the performance metrics and noted that sickness absence had seen a rise, although the majority of sickness absence was 'long term'.	Review of end of year sickness absence position along with additional potential actions.

Review current performance target for sickness absence | May 2018

Apr 2018 |
| | | There was a significant discussion is relation to measuring workforce productivity and the committee highlighted that the needs to be an increased focus on further expansion of e-roster system, along with consideration for implementing electronic tools for job planning, all of which were currently under review. | Develop business cases for the potential expansion of electronic tools for monitoring/ understanding productivity. | May 2018 |
| Equalities & WRES | Amber | The equalities actions and the WRES data were reviewed and the committee noted that BAME staff were 1.9 times more likely to go through a disciplinary process and that this was also higher than in some other NHS Trusts. The committee supported the cultural ambassador approach that the Trust is progressing to try and address this. | The committee requested a progress update on the implementation of the cultural ambassador project. | Jun 2018 |

Study Leave Audit	Amber	The committee reviewed the audit report and supported the need to move towards electronic forms as soon as possible. The importance of tracking study leave forms which had been rejected was also highlighted by the committee who felt that this could also feed into the wider equalities agenda	It was agreed to receive an update on the progression to electronic forms and the ability to report against rejected study leave requests.	Jun 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.	Consider incorporating the COS risk within SR1	Apr 2018

Mar 2018