

Purpose	This report summarises the assurances received, approvals and decisions made by the Workforce and OD Committee.
Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	10 th May 2016
Status:	For Discussion/Upward Reporting
Chairperson:	Penny Owston (Non-Executive Director)
Author:	Elaine Stasiak (Deputy Director of HR & OD)
Background	This assurance committee meets bi-monthly and takes scheduled reports from all Trust operational committees with a Workforce and OD brief according to an established work programme.
Business undertaken	<p>1. Apprenticeships/Lincolnshire Talent Academy</p> <p>The Committee was informed that ULHT achieved its 2014/15 Apprenticeship target set by HEE, with a total of 82 starters for the 2 year period (all existing staff)</p> <p>The Committee was also presented with a national update and advised that following the successful implementation of the ULHT Talent Academy, the LETC has given approval for the Lincolnshire Talent Academy Programme to be expanded across Lincolnshire, forming one of the 5 priority programme for Lincolnshire.</p> <p>The committee was advised that the Lincolnshire Academy Apprenticeship Strategy is being developed at present and will be aligned with the Lincolnshire Academy and presented at Board by the end of May. The Committee felt very assured and express their satisfaction with the excellent progress and good work on the Apprenticeship Programme and Talent Academy. The committee expressed the importance to raise the profile of the Academy and suggested that the Communications Department advertise the successes and good work to date.</p> <p>2. Occupational Health Strategy & Action Plan</p> <p>The Committee was assured on progress and was provided with an update on the Health & Wellbeing Strategy and informed that the focus is also on what has to be delivered this year, which is covered in the Action Plan. The importance of meeting the CQUIN target of £1.6 m linked to Flu Vaccinations was discussed. The Trust needs to increase the annual uptake of Flu vaccine by front line staff above last years with target of 75%. Peer-to-Peer Vaccinations and a central 'drop-in' room/clinic at all hospital sites was discussed. The Committee was advised that ULHT was partner to a Lincolnshire wide Health & Wellbeing Committee/Group, however is decision was made to re-establish the ULHT Health & Wellbeing Committee (to include Staff Side and E&D Lead) which will report into the Workforce & OD Assurance Committee, which enable the Trust to focus on specific areas unique to ULHT. The Committee requested that the 'Physio Paper' (accelerated access to Services) be resurrected for consideration. Sickness absence was discussed and a number of concerns raised.</p>

	<p>3. Sickness Absence</p> <p>The committee was advised that the revised Sickness Absence Policy was tabled at Policy Group during March and again on the 22nd April 2016. The Committee was advised that the ‘contentious’ area which is still being debated is the ‘inclusion’ of the Bradford Points and the HRD indicated that this would be discussed at ET.</p> <p>Although the annual sickness rate has improved and actual sickness cost decreased, concerns were raised with regard to the number of calendar days of sickness by Nursing & Midwifery staff in particular and ‘hand-over between short term and long term sickness’ (seen as weakness). Areas which were discussed included: Resilience Training, Band 7 Training (absence management), medical staff sickness reporting process & data</p> <p>The Committee asked for assurance on a number of areas and requested a full report on ‘Sickness/Absence’ at the next meeting in July.</p> <p>4. Equality, Diversity and Inclusion</p> <p>The Committee was advised that the 3-staged Equality, Diversity and Inclusion Strategy was accepted as sufficient assurance by the CCG Assurance Manager that ULHT is again on track to meet requirements against S13 of the NHS Contract and the Equality Act 2010 by the end of the financial year. Furthermore the Equality Objectives for 2016/17 formulated and approved by CCG Assurance Manager (implementation and publication at ULHT to follow ASAP).</p> <p>It was highlighted that the Terms of Reference for new Equality, Diversity and Inclusion Committee was drafted and sent to Trust Secretary for review/further guidance (which will report to Workforce & OD Assurance Committee).</p> <p>The Committee was assured on progress on E&D following an update on a number of key areas and acknowledge the excellent progress and developments to date.</p> <p>5. International Recruitment Update</p> <p>An update was provided on International Nurse Recruitment and highlighted the ‘challenge’ around the changes in the English Language Level 7 Course which impact on nurses from the Philippines, which will affect the ‘attrition’ rate. It was highlighted that of the 131 offers made, 4 have ‘dropped’ out and only 10 had re-taken the test. Further discussions are taking place with regards to Phase 2 of the recruitment.</p> <p>The Committee was informed that only 5% (looking at number of RAD’s and number of vacancies advertised on NHS Jobs etc.) of Nursing Vacancies were currently being advertised by a number of Business Units/Wards.</p> <p>It was felt that there was a lack of Business Operational Plans identifying what actions they are taking to actively recruit to vacancies. The Committee was not assured in this instance and has asked for this be looked at (plans and assurance).</p>
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	<p>6. HR & OD Monthly Board Report</p> <p>The Committee expressed their support for a revised Workforce & OD Board Report Template which is being developed. The proposed 'template' will be tabled at a future Board Development session for discussion.</p> <p>7. Whistleblowing and Voicing your Concerns</p> <p>The Committee was advised that a new National Whistleblowing Policy has been published, with the aims of standardising the way that staff are supported to raise concerns within NHS organisations. It is expected that Trusts migrate over to the new policy by end of March 2017. The committee sought assurance on the recruitment process to appoint to the Guardian role (Freedom to Speak-up). It was confirmed that a paper in this regard would be presented at ET for discussion.</p> <p>8. ULHT People Strategy</p> <p>The Committee agreed to 'hold' the sign-off of the People Strategy as we need to consider outcomes from STP and Clinical Strategy and identify key workforce and organisational development implications/key actions.</p>
<p>Issues to escalate to Board</p>	<ol style="list-style-type: none"> 1. Talent Academy Lead – fixed term contract and concerns for the future/continued progress if post not funded on a permanent basis going forward. 2. Health & Wellbeing – The Committee asked for a detailed report at the meeting in September (seeking assurance on how the Health & Wellbeing money is spend, as well as an analysis on what this means and what next steps are) 3. Sickness Absence - The Committee asked for assurance on a number of areas and requested a full report on 'Sickness/ Absence' at the next meeting in July. 4. Recruitment Action Plans - Lack of Business Operational Plans identifying what actions they are taking to actively recruit to vacancies. The Committee was not assured in this instance and has asked for assurance on plans going forward (Director of Nursing) 5. Representation at Workforce & OD Assurance Committee – Representation from Nursing and Medical Directorate was raised as an ongoing concern. 6. VC vs. attendance in Person at Meetings – it was agreed that future Assurance Committees need to be attended in person that VC options will only be made in exceptional circumstances (agreed ahead of meeting)
<p>Challenges and exceptions</p>	
<p>Future exceptional items</p>	

Attendance date: 10th May 2016

Present:

Penny Owston (NED/Chairman)

Kate Truscott (NED)

Ian Warren

Elaine Stasiak

Helen Nicholson

Karen Taylor

Kyri Kyriacou

Tina White

Tim Couchman

Claire Flavell (part meeting)

Russell Outen-Coe (part meeting)

Vanessa Treasure (part meeting)

Stephen Kelly (part meeting)

In Attendance:

Lily Dady (Note taker)