

Report to:	Trust Board
Title of report:	Workforce & OD Committee Report to Board
Date of meeting:	9 May 2017
Status:	For Discussion
Chairperson:	Kate Truscott, Non Executive Director
Author:	Martin Rayson, Director of HR & OD

Purpose	This report summarises the assurances received, approvals and decisions made by the Workforce & OD Committee (WOD).
Background	<p>This assurance committee meets bi-monthly and seeks to assure itself around the two main workforce risks:</p> <p>Failure to sustain adequate workforce Failure to sustain engaged workforce</p> <p>The Committee have agreed an assurance framework to support management of those risks. Papers presented to the Committee will reflect the elements of the framework.</p>
	<p>Matters Arising</p> <p>The Committee noted that there was a long-standing request for an update on staff health and well-being. Given the pressures on staff and the level of stress-related sickness, the Committee were concerned that this report had been long delayed. The Director of HR/OD gave a commitment that it would be on the agenda of the May meeting.</p> <p>The Committee were concerned about a lack of medical representation at the meeting. The Director of HR/OD agreed to pursue with the Medical Director.</p> <p>The Committee were appraised about the impact of IR35 and the significant risk this posed to the Trust, particularly in relation to the Emergency Department. Their concerns prompted the Committee to increase the level of risk around “adequate staff” to 25. The Committee were satisfied that other Committees would raise the issue at the April Board.</p>
	<p>People Strategy + Work Programme</p> <p>The Committee were pleased that the comprehensive strategy was now in place. They felt that it was important that the Board itself should have sight of the Strategy and were disappointed that this would not be until May.</p>

	<p>The Committee were concerned about capacity to deliver and noted that the work programme was not yet completed. They sought assurance that the programme would be in place during April and sought clarification on how delivery would be monitored. They were satisfied that exception reports would come to each meeting of the Committee.</p> <p>WOD were pleased to receive a copy of a People Strategy Risk Register.</p> <p>Workforce Operational Plan</p> <p>WOD reviewed the draft 2017/18 plan. They recognised the challenges in completing the plans, give uncertainty over the future. However, whilst recognising the progress that was being made, the Committee were not assured that plans sufficiently reflected the opportunities to review staffing levels and the skill mix required (including adopting new roles).</p> <p>Nursing Recruitment</p> <p>WOD welcomed the approach being developed to nurse recruitment and noted the equivalent work on medical recruitment. They recognised the need for swift action in light of the over-reliance on agency staff. However the Committee did not feel assured that the resources were in place to enable progress to be made at the pace required.</p>
	<p>Sickness Absence Report</p> <p>WOD were concerned that most of the steps were in place to manage down sickness absence. They did ask the HR management team to consider the potential to reward or recognise good attendance and the benefits of external first day reporting.</p> <p>The Committee asked for an update report in September, to determine whether the actions taken were have the impact desired.</p>
	<p>Workforce Equality Report</p> <p>WOD were pleased with the progress being made on workforce equality. They recognised that there was much to be done to ensure that the Trust had appropriate plans and reporting mechanisms in place, but were assured that there was an strong focus on the issue.</p>
	<p>Overall Workforce Report – March</p> <p>WOD noted the report and were pleased from an assurance perspective to note the changes to KPIs for 2017/18 and the intention to report, through the balanced scorecard, to a Directorate and Ward level. The Committee wanted to see more triangulation of workforce data with other performance data in order to define risk areas more clearly.</p>

Risks to refer to risk register	No additional risks highlighted.
Key decisions taken	People Strategy was approved to go forward to the Board
Issues to escalate to Board	1). Continued challenges around workforce planning and the need to ensure that there was a comprehensive & forward-looking Workforce Plan in place, which demonstrated links to the financial plans and challenge around future role requirements 2). Resourcing to progress the proposals on recruitment 3). Progress on job-planning – need to consider as a cross-Board issue
Challenges and exceptions	None
Future exceptional items	None

Attendance

Voting members

Kate Truscott – Non Executive
 Sarah Dunnett – Non Executive
 Gill Ponder – Non Executive
 Martin Rayson – Director HR & OD
 Debrah Bates – Deputy Chief Nurse

Non Voting members

Steve McGowan – Deputy Director of HR
 Helen Nicholson – Head of Transformational Change
 Elaine Stasiak – Head of Workforce Intelligence