

<b>Trust Board meeting (Part 1 )</b>		<b>Date:</b>	<b>27<sup>th</sup> May 2015</b>
<b>Agenda item</b>	<b>Title</b>	<b>Executive Director lead and presenter</b>	<b>Report author</b>
<b>BD/15/043</b>	<b>Employee Strategy and Engagement Committee Chair's Report</b>	<b>Ruth Brunt, Chair of Committee</b>	<b>Ruth Brunt, Chair of Committee</b>
<b>This report is for:</b>			
Decision			
Discussion			
To Note		X	
<b>History</b>			
<i>None.</i>			
<b>The following impacts have been identified and assessed within this report</b>			
Equality	None identified on this occasion		
Quality	None identified on this occasion		
Privacy	None identified on this occasion		
<b>Executive summary of key issues</b>			
<p>This report updates the Board on business undertaken at the Employee Strategy and Planning Committee (ESEC) meeting held on 7<sup>th</sup> May 2015, including assurance relating to:</p> <ul style="list-style-type: none"> <li>• Strategy and Planning</li> <li>• Capability and Culture</li> <li>• Process and Structure</li> <li>• Performance measurement</li> </ul> <p>The Board is asked to <b>note</b> the report.</p>			
<b>This report addresses these strategic priorities:</b>			
We will deliver the best care		X	
We will support and develop our staff		X	
We will continually improve what we do		X	
We will use our resources wisely		X	
We will be future focussed		X	

# 1 Business Undertaken

## 1.1 Strategy and Planning

- The Committee reviewed the Annual Objectives relating to workforce and noted that these reflect the priorities identified by ESEC and the Board. Discussion about how the Committee would know that the actions were delivering the desired outcome. Agreement that the dashboard would be presented at each quarterly meeting.
- Discussion about the transition of ESEC to an Executive chaired meeting by September, with reporting accountability through Quality and Standards Committee. Staffside concern that there would be no direct NED oversight of the detail behind workforce issues.

## 1.2 Capability and Culture

- Report received on the NHS Workplace Race Equality Standard, cross-referenced to the wider E&D agenda, together with delivery milestones and current baseline Trust position against the 9 indicators. Next step actions to be reported to the Committee.
- Update on progress with the implementation of the Care Certificate for unregistered practitioners which will commence in September 2015. The Committee noted the phased approach, starting with new employees.

## 1.3 Process and Structure

- Priorities agreed for inclusion in the 2014/15 ESEC annual report
- Agreed that future membership of the Committee should be reviewed to ensure appropriate Executive reporting to Q&S

## 1.4 Performance Measurement

- Deep Dive into Swindon Locality Workforce plan.
- Quarterly HR report including detailed analysis relating to staff in post, vacancies, turnover, sickness absence and disciplinaries/grievances. Rolling 12 month turnover in January was 15.6% and work/life balance is now in top 4 reasons for staff leaving. Committee noted the focused work underway with LDUs on retention initiatives
- IQ metrics for March show Appraisal rates at 88.2% with Bristol, Swindon and Corporate services under target. Supervision rates improved since February. Sickness absence improved significantly over last 3 months, showing similar seasonal trend as last year. Stretch targets agreed for Appraisal/Supervision. Sickness stretch target not achieved this year so will remain the same
- Improvement in Statutory/Mandatory training rates has been sustained
- Staff Friends and Family. The committee noted the Q4 results and the comparison across the year.

# 2 Key Risks and their impact on the Organisation

- Continued high vacancies in some areas, with attrition rates exceeding recruitment.
- Cost of sickness absence highest in Wiltshire, Bristol and Secure
- Levels of compliance with Statutory/Mandatory training amongst bank staff
- Need to ensure effective transition of workforce assurance to Q&S

# 3 Key Decisions

- Progress against annual objectives to be reviewed at each meeting
- Stretch targets for Appraisal and Supervision

- Schedule of Locality Deep Dives to be published for the year

## **4 Exceptions and Challenges**

- None specific to report

## **5 Governance and Other Business**

- Transition plan for Committee changes by September 2015

## **6 Future Business**

- Review of Organisational Development Strategy
- Report on Medical and Nursing revalidation in August
- Detailed actions to meet Racial Equality Standard

## **7 Recommendations**

The Committee recommends that Clinical Executive attendance is ensured to support appropriate reporting to the Quality and Standards Committee.