

**'You matter, we care'**

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| Trust Board Meeting (Part 1) | Date: 26 <sup>th</sup> March 2014 |
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| Title: | Committee Chair's report – Employee Strategy & Engagement Committee (ESEC) |
| Item:  | BD/13/365  |

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| Executive Director lead and presenter | Chair of ESEC |
| Report author(s)                      | Chair of ESEC |

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| History: | <i>n/a</i> |
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| This report is for: |   |
| Decision            |   |
| Discussion          |   |
| To Note             | X |

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| <b>Purpose</b>   |
| To inform the Board of business discussed at the meeting of the ESEC on Thursday 13 March 2013, including levels of assurance provided, and risks or concerns the Committee would like to bring to Board' attention. |

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| <b>Background</b>   |
| <p>The Committee meets bi-monthly and is the Board Committee responsible for scrutinising performance against two of the Trust's key quality indicators: Sickness Absence, Supervision and Appraisal.</p> <p>It is also responsible for overseeing progress against the Trust's second Strategic Priority: "to support and develop our staff", which in turn is linked to the 5 year Strategic Objective of becoming "recognised as the best mental health employer in England". These responsibilities involve scrutinising actions agreed to improve staff experience as reflected in the annual Staff Survey, including the development and implementation of a new Workforce Strategy, as well as a 3 year Organisation Development Strategy designed to effect a significant change in staff engagement and wellbeing.</p> |

## Chair's Report: Employee Strategy and Engagement Committee

### Business undertaken

This meeting was held at Green Lane Hospital in Devizes and was attended by one local Managing Director; Joi Demery.

Matters discussed included:

- Key ESEC data including Appraisals, Supervision, Sickness Absence
- Equalities and Diversity Report
- Learning and Development training report including statutory and mandatory compliance rates
- Medical Education Strategy
- Safer Staffing Project.

### Key risks and their impact on the organisation

Key risks identified by the Committee and brought to the attention of Board:

- **Supervision of bank staff;** Supervision for bank staff remains low. A working group will determine the supervision requirements of this staff group and how best to record supervision.
- **Staff Engagement;** National Staff Survey data has been used to identify the top four mental health Trusts with respect to staff engagement. Work is in hand to determine learning and benchmarking opportunities.
- **Learning and Development;** Compliance with statutory and mandatory training is unsatisfactory. Action is in hand to streamline training requirements and encourage uptake of training opportunities. Committee has requested further analysis to understand any issues arising from low levels of compliance.
- **Clarify Board Committee Responsibilities;** a mapping exercise will ensure that scrutiny of information by Board Committees is appropriate, complementary and provides assurance.

### Key decisions

The Right of Staff to be Accompanied Policy was approved. Assurance that a strategy is in place for Medical Education.

### Exceptions and challenges

An extraordinary meeting of ESEC was agreed to approve the revised Supervision and Appraisal Policies and meet the timetable for implementation on 1 April 2014.

### Governance and other business

The Committee self-assessed on a scale 1-5 at the end of the meeting. An overall score of 4.5 was agreed. Members considered the quality of information and narrative to have improved significantly and, as a result, enabled a richer, more meaningful discussion.

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**Our values: PRIDE – passion, respect, integrity, diversity, excellence**

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## Chair's Report: Employee Strategy and Engagement Committee

This was Alison Paine's last ESEC meeting as Chair and Chairmanship will change over to Ruth Brunt as of May.

### Future Business

Over the next few months the Committee's focus will continue on Appraisal, Supervision and Sickness Absence, with the Staff Survey also covered in greater detail for future meetings.

The implementation of the Friends and Family test for staff will be scrutinised by ESEC in the coming months. The role of ESEC in relation to the Safer Staffing project requires clarification.

The 'Listening to You' session requires consideration in the light of low attendance.

### Recommendations

The Board is invited to note the Committee's activities.

### This report addresses these Strategic Priorities:

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| 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 |