

WORKFORCE COMMITTEE

Minutes of the Workforce Committee meeting held on Tuesday 22 September 2015

Shrodells Meeting Room, Watford General Hospital

Chair: Ginny Edwards, Non Executive Director (Chair)

Present:

- Phil Townsend, Vice Chair
- John Brougham, Non Executive Director
- Paul Cartwright, Non Executive Director
- Jonathan Rennison, Non Executive Director
- Helen Brown, Director of Transformation
- Paul Da Gama, Director of HR
- Lynn Hill, Deputy Chief Executive
- Mike Van der Watt, Medical Director
- Maxine McVey, Deputy Director of Nursing (for Tracey Carter)
- Heather Taylor, HR Business Partner

In attendance: Lisa Morris - Minutes

Apologies:

Tracey Carter, Chief Nurse and DIPC
Lesley Headland, Chair of Staff Side

MEETING MINUTES

	Action	Who	When
1.0	Apologies for absence		
1.1	As above.		
2.0	Minutes of the last meeting		
2.1	The minutes of the Committee held on 28 July were approved for accuracy and matters arising. However, there was an outstanding action for the amended minutes of 22 June to be circulated.	PdG	Oct 15
3.0	Action Log		
3.1	Members noted the items completed, those for action on this Agenda and the outstanding action for the update on compliance around local induction.	PdG	Ongoing
4.0	Declarations of Interest		
4.1	Members noted the updated Declarations of Interest. JB added that he would be reporting a change but that it would not compromise his attendance at this meeting. No other interests declared.		
5.0	Workforce Plan		
5.1	The Committee received the draft reporting schedule for March 2015 to March 2016 and PDG reported that no additions had been made to the schedule.		
5.2	Members asked for assurance that the out-of-date policies had been updated.	PdG	Oct 15
5.3	It was reported that the Committee would now be reviewing any RAG above 15, and any rising risk, on the Risk Register.		
5.4	It was agreed to add two further items to the plan: <ul style="list-style-type: none"> • <i>Listening into Action</i> update • <i>Workforce Strategy</i>. 	PdG	Oct 15
6.0	Safe Staffing		
6.1	Members received an update on the progress regarding the arrangements within the Trust for managing safe nursing and midwifery staffing levels within inpatient wards.		
6.2	It was reported that the Trust continues to have high activity levels and vacancy rates and that there were still vacancies against establishment.		

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6.3	There was a question regarding the quality of temporary staff and MMcV reassured members that most of the agencies used were on the framework which meant that 77% of temporary staff have received an induction.		
6.4	The Committee felt that, going forward, the Safe Staffing Report should more appropriately be reviewed by the Quality and Safety Committee.		
7.0	Agency Spend Ceiling Adjustment Application		
7.1	DR reported on the Department of Health's requirements in relation to the proportion of agency spend which Trusts are allowed to incur as a proportion of their nurse staffing budgets.		
7.2	<p>DR explained that following discussions with our Execs and Heads of Nursing, the Trust had genuine concerns as to whether it could realistically achieve the 12% target which had been set by DoH and members noted the application to appeal for a change to the target to 16%. DR added that the TDA had been very clear that in achieving this target Trusts needed to take into account safety on wards as well as financial considerations.</p> <p>PT expressed concern that the content of the <i>Application for adjustment to ceiling trajectory</i> would not have convinced him and that his advice would have been to add history in the appeal application so that a fuller picture could be presented.</p> <p>PDG added that staffing was not just a WHHT problem. He said that there were 2,400 vacancies in Herts alone.</p>		
8.0	Workforce Report		
8.1	Members received the Workforce Report, PdG highlighting the key HR workforce issues and actions at the end of month 5 (August 2015).		
8.2	<p>PdG reported that the vacancy rate was marginally lower than the end of June and that turnover fell from 17.2% to 16.7% continuing a slow downward trend.</p> <p>It was added that there had been a slight increase in sickness absence, bank & agency expenditure and completion rates for value-based appraisals.</p>		
8.3	PdG further reported that due to the time it is taking for the recruitment from the Philippines, there is a further programme of recruitment of overseas nurses taking place, targeting 145 nurses in total to start with the Trust before Christmas.		

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	PDG added that the reality was that our attrition rates for overseas nurses joining the Trust was likely to be high as many of the nurses joining us were newly qualified and in many instances were likely to be using their timing nursing in the UK as a 'gap year or two'. The goal is to use the period where we have a lower vacancy rate to have minimal agency usage and therefore encourage shift by people currently working for agencies to either join the Trust as a substantive member of staff or to join our Bank.		
8.4	<p>The question was raised as to why we were over established and Don responded that it due to winter pressures, delayed transfers and 1 to 1 nurse increase.</p> <p>PDG added that we were talking to other Trusts about opportunities to work together on bank related initiatives and also on ways in which we might reduce agency spend.</p>		
9.0	HR Risk Register		
9.1	Members noted that, during September 2014, there were 28 risks on the Corporate Risk Register with a current score of 15 or more and 9 risks to be reviewed by the Workforce Committee.		
9.2	Following discussion, the Committee agreed that it would a more useful list for assurance if it included risks of 12 and above and that the list included hotspots.		
10.0	Strategy to tackle bullying and harassment		
10.1	Members received the paper informing members of the strategy to tackle bullying and harassment at WHHT.		
10.2	It was reported that the national staff survey sent to all WHHT staff during October/November 2014 identified that 26% of staff stated that they had personally experienced harassment or bullying in the previous 12 months (national average 25%) and 4% that they had experienced physical violence from colleagues (national average 3%). PdG made the point that whilst the colleague on colleague violence figure was extremely concerning, that there was no collaborating evidence to suggest that the scale of the issue was anything near that suggested by the staff survey.		
10.3	Members also noted the departments and hotspots that needed urgent attention and there was particular concern for WACS.		
10.4	PdG added that whilst a lot of work had been undertaken to address bullying and harassment within the organisation, however anecdotally he felt that people were under a lot of pressure,		

	Action	Who	When
	especially post CQC and he was worried that this would manifest itself in people feeling that they were experiencing greater levels of bullying. So he was not confident that we would see a significant improvement in this area in the next survey, but as part of Listening into Action he would ensure that there were regular temperature checks.		
10.5	The Committee welcomed the work being undertaken in relation to bullying and harassment and were keen that this work moves forward at pace.		
11.0	Medical Workforce Productivity Paper		
11.1	There was insufficient time for the presentation on West Herts Hospitals' medical workforce. However, the presentation was in the papers and would be taken as read, for information. The presentation would be taken to the Medical Productivity Group. The Chair asked that this work be brought back to the committee upon completion.		
12.0	Freedom to Speak		
12.1	The Committee received and noted the <i>Freedom to Speak Up Review paper</i> recommends to the Board that Ginny Edwards be assigned to one of two Freedom to Speak up guardians, with the other Guardian being drawn from the Trust's workforce. PdG to ensure that Ginny Edwards be assigned as one of the Trust's Freedom to Speak Up Guardians.	PdG	Oct 15
13.0	Terms of Reference		
13.1	The Committee reviewed its Terms of Reference and recommends approval by the Board.	PdG	Oct 15
14.0	Agenda for next meeting		
14.1	The Committee noted and agreed the draft Agenda for the next meeting.	PdG	Sept 15
15.0	Any other business		
15.1	There being no further business, the meeting closed at 15.20.		
16.0	Date of Next Meeting		
16.1	The next meeting of the Workforce Group will be held on Tuesday 27 October at 11.30am in the Shrodells meeting room, Watford General Hospital.		

Signed:	Name: Ginny Edwards
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	(Committee Chairman)
Dated:	