

**WORKFORCE COMMITTEE**

Minutes of the Workforce Committee meeting held on Tuesday 28 July 2015

Shrodells Meeting Room, Watford General Hospital

**Chair:** Ginny Edwards, Non Executive Director (Chair)

**Present:**

Phil Townsend, Vice Chair  
Jon Brougham, Non Executive Director  
Paul Cartwright, Non Executive Director  
Jonathan Rennison, Non Executive Director  
Paul Da Gama, Director of HR  
Tracey Carter, Chief Nurse and DIPC  
Mike Van der Watt, Medical Director  
Howard Borkett-Jones, Associate Medical Director for Education  
Heather Taylor, HR Business Partner  
Jonathan West, Associate Director of HR, Resourcing  
Susan Whiterod, Head of Leadership and Organisational Development

**In attendance:** Lisa Morris - Minutes

Monika Kalyan, Equality & Diversity Manager

**Apologies:** Helen Brown, Director of Transformation  
Lynn Hill, Deputy Chief Executive  
Lesley Headland, Chair of Staff Side

## MEETING MINUTES

	Action	Who	When
<b>1.0</b>	<b>Apologies for absence</b>		
1.1	As above.		
<b>2.0</b>	<b>Minutes of the last meeting</b>		
2.1	<p>The minutes of the Committee held on Monday 22 June were approved for accuracy and matters arising subject to the following amendments:</p> <p>Page 1: (2.1) There was an action for a regular report on bullying and harassment from PdG</p> <p>Page 3: (6.2) Second sentence should read ... <i>This has arisen due to budgets for this year <b>not</b> including all roles that were non established .....</i></p> <p>Page 3: To add to the minutes that visa issues had been discussed.</p> <p>Page 4: (7.1) To add to the minutes that there had been an extensive discussion regarding risks.</p>	PdG	Each mtg
<b>3.0</b>	<b>Action Log</b>		
3.1	<p>Members noted the items for action on this Agenda and the deadline for the update on compliance around local induction of October 2015.</p> <p>It was also noted that the L&amp;D review was now in the 2<sup>nd</sup> phase and would be brought to the committee once completed.</p>	PdG	Ongoing
<b>4.0</b>	<b>Declarations of Interest</b>		
4.1	It was noted that the Declarations of Interest paper was not the updated copy. The correct version would be brought to the next meeting.	PdG	Sept 15
<b>5.0</b>	<b>Workforce Report</b>		
5.1	Members received the Workforce Report, PdG highlighting the key HR workforce issues and actions at the end of month 3 (June 2015).		
5.2	PdG reported that the vacancy rate was now 15.9% and that the main problems had been delays regarding Filipino recruitment. It was noted there have been changes to requirements for English language testing and a reduction in testing centres from 52 to 2. The new testing process resulted in 19 of the 21 candidates taking the test so far failing the test. NMC registration process delays have also been problematic.		
5.3	PdG further reported that the Trust is now seeking to recruit 100 plus European nurses via 6 agencies. Advice from agencies is optimistic in terms of securing appointments over the next 2 -3 months. Interviews will take place via Skype and face to face starting in August. Progress will be reported to the next committee meeting	PdG	Sept 15
5.4	JB commented on the large amount of data in the report but that there was insufficient information on actions taken.		
5.5	GE questioned the reported increase in establishment by 38.4 posts which PdG confirmed was not correct. GE asked for the numbers in the report to be checked and corrected.	PdG	Sept 15
5.6	TC reported on the agency toolkit which was being piloted, adding that there would be an announcement regarding a cap shortly.		
5.7	Members agreed that the reports for key committees e.g. F&P, PSQR should be aligned, with 'read-across' for performance, finance, workforce,		

	<b>Action</b>	<b>Who</b>	<b>When</b>
	safety etc. JB made the point that it was difficult without joining up workforce, finance and quality to get a full picture of what was happening in relation to workforce spend. PT suggested the format used in the Finance Report under Appendices 11 and 12, showing cost drivers, was a good template. PdG agreed that he would ensure that current reporting was reviewed to reflect this feedback.		
<b>6.0</b>	<b>Organisational Development Paper</b>		
6.1	Item deferred.		
<b>7.0</b>	<b>Safe Staffing Nursing and Midwifery</b>		
7.1	Members received the paper providing an update on the progress regarding the arrangements within the Trust for managing safe nursing and midwifery staffing levels within inpatient wards for June 2015.	TC	Ongoing
<b>8.0</b>	<b>Integrated Performance Report</b>		
8.1	Members received and noted the Integrated Performance Report for June 2015.		
<b>9.0</b>	<b>HR Risk Register</b>		
	Members noted the HR Risk Register and it was agreed to include junior doctors training issues (see item 11.0 below)	PdG HB-J	Sept 15
<b>10.0</b>	<b>Workforce Pay briefing paper</b>		
10.1	PdG presented the briefing paper on the current pay issues facing the Trust in terms of permanent and temporary pay-bill and overspend.		
10.2	It was reported that pay was overspent by £1.1m in June and members noted the breakdown of pay costs and that agency costs had increased from £2.7m in January to £3.03m in June 2015.		
10.3	Members received an update from HT as part of the pay briefing on work being undertaken to analyse trends in pay and underlying causes, including deployment of the medical workforce across the divisions.		
10.4	PC asked what had happened in the last 3 months to have such a significant budget variance. MVdW responded that activity and workforce assumptions had been incorrect. The recovery plan was taking longer to achieve. Sustained high levels of activity were impacting on workforce costs.		
10.5	GE thanked HT and felt that there were good questions at the end of the paper but stressed the importance of producing a plan that specified the actions that will be taken.		
10.6	It was noted that the report would be taken to Trust Executive Committee for discussion and to agree actions. The Workforce Committee will receive further updates.	PdG	
<b>11.0</b>	<b>HEEoE Visit Report and Organisational Action Plan</b>		
11.1	Members received a report from Howard Borkett-Jones on the findings from the 9 June 2015 School of Postgraduate Medicine visit by Health Education East of England.		
11.2	It was noted that this was a targeted visit to the geriatrics and respiratory medicine training programmes in the Trust initiated in response to negative trainee feedback to the HEENWL training programmes.		
11.3	Members agreed that whilst there were some strengths reported, overall it was a very negative report although there was a degree of anecdotal evidence.		
11.4	Members noted the recommendations and the decisions of the visiting	HB-J	

	Action	Who	When
	team and the action plan. The risk of training approval being withdrawn is of concern. GE asked that the action plan shows that this was discussed at Workforce Committee.		
<b>12.0</b>	<b>Public Sector Equality Duty Update</b>		
12.1	<p>The statutory annual Public Sector Equality Duty Report (PSED) April 2014 – December 2014 was presented. PdG advised it is the first time the Trust has reported on a wider range of metrics and activity for the 9 protected characteristics. Further analysis in the coming year will be undertaken, to better understand the data, evaluate progress and inform action plans.</p> <p>Publication of the PSED report on our public website ensures the Trust is compliant with the PSED obligation to publish information about staff and patients in relation to equal opportunities.</p> <p>The format of the report has been updated to make this accessible to staff and the general public.</p>		
12.2	<p>MK was asked to provide a short summary of key messages to highlight the analysis in the main and summary reports.</p> <p>MK reported that the report findings and actions will be discussed at the forthcoming Equality Delivery System2 (EDS2) meeting on 20<sup>th</sup> August with key staff stakeholders including the multicultural staff network 'Connect' and staff side. Stakeholders rate the Trust's progress against national ED standards.</p> <p>Recommendations from the meeting will inform the Trust's annual equality objectives and plan.</p>		
12.3	The Committee approved the report for submission to the Board subject to all workforce data being checked for accuracy.	RW PdG	Done
<b>13.0</b>	<b>Establishment Review Paediatric and Neonatal Inpatient Wards</b>		
13.1	Item deferred to next meeting due to insufficient time.	TC	Sept 15
<b>14.0</b>	<b>Bullying and Harassment Strategy</b>		
14.1	Item deferred to next meeting due to insufficient time.	PdG	Sept 15
<b>15.0</b>	<b>Absence management TOR</b>		
15.1	Item deferred to next meeting due to insufficient time.	PdG	Sept 15
<b>16.0</b>	<b>Any other business</b>		
16.1	There was no other business.		
<b>17.0</b>	<b>Date of Next Meeting</b>		
17.1	The next meeting of the Workforce Group will be held on Tuesday 22 September at 1.30pm in the Shrodells meeting room, Watford General Hospital.		

Signed:	Name: <b>Ginny Edwards</b> (Committee Chairman)
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Dated:

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