

**Workforce & Organisational Development Committee – 20<sup>th</sup> July 2016 – Meeting Room 1, Park House, York Hospital**

**Attendance:** Dianne Willcocks, Chairperson  
Tracy Astley (minutes)

Libby Raper

Sue Symington

Mike Proctor

Polly McMeekin

**Apologies:** Anna Pridmore, Sue Symington.

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
1.	<b>Last Meeting Notes 18 May 2016</b>	AFW 3.1-3.6 CRR	The minutes were approved as a true record of the meeting.		
2.	<b>Matters arising and Action Log</b>	HR 1-4 DCE 1-4	<p>It was noted that a request for Jim Taylor or his deputy to be at the next meeting.</p> <p><b>Appraisals linked to Talent Management Policy:</b> PM explained the situation and advised that staff side are still considering the policy and it will be presented at the next EPG meeting on 21/07/16. Trade Unions are concerned that staff who aren't seeking promotion will be deemed 'untalented'. PM explained that the strategy to overcome this is to change the terminology slightly in the document.</p> <p><b>CQC action plan:</b> It was noted that this was not on this meeting's agenda. MP advised that a final CQC report will be going to Board in July or the following month with a view to finalising the outstanding actions.</p>	The Committee agreed that this issue should be kept on the agenda and was assured that a solution is imminent.	

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
3	<b>Risk Register, Action Plan, Board Assurance Framework</b>		<p>It was agreed that the BAF was good as an assurance that risk is being managed appropriately, and the risk register was useful for the finer details describing actions to mitigate the risk.</p> <p>PM advised that the risk register had been updated in June 2016. The risks presented around staffing were:-</p> <ul style="list-style-type: none"> <li>• How to retain staff.</li> <li>• How to attract staff to this organisation.</li> <li>• With Brexit looming, how to keep existing European staff and bring in more.</li> </ul> <p>A lot of work is being done at present to address these issues and PM will keep the committee informed of any progress.</p>	The Committee noted the risks included in the register. The Committee was assured by the work being undertaken to recruit and retain staff.	
4	<b>Junior Doctor induction audit update</b>		MP fed back that according to Internal Audit five specialities were not complying with the recommended handbook. Upon investigation, there was a misunderstanding of how the handbook had been developed. Internal Audit was not aware that there is a core element and then additional content specific for each speciality. This has been accepted and will be corrected. For future audits management response will be built into the paper.		
5.	<b>Medical Workforce Focus paper</b>		PM distributed updated paper from the one in the agenda notes and gave an overview of its	The committee was assured that the junior doctor contract	

Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
		<p>content. She explained the criteria for training posts and informed that her team had anticipated the gaps, over-recruited, and now the vacancy positions are much lower going into August (10%).</p> <p>It was asked whether there was a real issue with doctors going abroad. PM advised that it is definitely an issue at the GMC from the amount of requests they had received for registrations to be ported. However, the Trust has not seen it in their uptake.</p> <p>She also advised that the Deanery has little accountability when it comes to allocating doctors in training. The emphasis for the future is around delivery of out of hospital care and there will be more GP training, psychiatrists being trained, and doctors in training will reduce. However, patients coming into hospital are increasing.</p> <p>DW asked if quarterly figures can be given for leavers/starters. PM agreed.</p> <p>A discussion took place around the national shortage of radiographers and how it is affecting this Trust. PM advised that for medical staff two consultants have been recruited to start in September. The committee asked if this was an opportunity to up-skill present staff. MP agreed to look into this.</p>	<p>negotiations had not changed vacancy rates.</p> <p>The committee was assured that there were various action plans in place to deal with the shortage of radiographers</p>	

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
			<p>CESR – PM explained the advantages of this programme and how we can ‘grow our own’ and it be an attractive proposition to prospective candidates.</p> <p>New roles – PM informed that when ACPs are recruited they recruit to replace middle grades. PM is also working closely with GD’s team on the acute medical model in SGH. She is fairly confident that more ACPS and B4 roles will be created from the project which the process mapping is anticipated to be finished by end of August.</p>	<p>The committee was assured that the Trust will use additional funding to train up more ACPs going forward to support Acute Med in Scarborough.</p>	
6.	<p><b>Executive Summary of “Reshaping the Workforce” paper</b></p>		<p>The committee agreed that this was a very useful blue print and a link to the paper will be inserted in the Medical Workforce paper for the Board.</p>		
7.	<p><b>STP Workforce Work Stream</b></p>		<p>MP informed that Trevor Sheldon from HYMS will be doing a presentation in Bridlington.</p> <p>HEE local education training boards are being reduced from 12 to 4 with one Board in the North. Each of the STP areas will have a new LWAB made up of CEOs from each Trust which will meet in early September. The intention is that the Trust identifies 3 to 4 areas that the Board need to focus their attention on. MSK Finish groups will carry out the work. MP’s priorities is to focus on B1 to B4 development in health &amp; social care, new roles</p>		

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
			<p>such as ACPs, physicians assistants, nursing associates, and senior recruitment and retention on the patch.</p> <p>DW advised that it would be useful to have a framework. MP to share the paper of the LWAB to inform the Committee.</p>		
8.	<b>Workforce Metrics paper</b>		<p>PM distributed updated paper from the one in the agenda notes and gave an overview of its content. She advised that a physiotherapist had been appointed to work 2 days per week concentrating on staff referrals, either self-referred or via OH. 100 free licenses for the highly regarded Headspace app has been obtained which Psychotherapy are managing.</p> <p>The committee was informed that the Trust's Freedom to Speak Up/Safer Working Guardian has been appointed and will be in post from the 1<sup>st</sup> September.</p> <p>It was reported that 102 nursing staff have been recruited. One of the challenges is the demand for temp nursing. Demand seems to be fairly static even though recruitment is good.</p> <p>With regard to accessing rosters from home, there is a glitch at present which is being rectified with the purchase of software within the next week.</p> <p>PM gave a synopsis of agency usage and</p>	The committee was satisfied that a lot of work is being done to reduce sickness absence.	

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
			<p>where the Trust is breaching. It was agreed that the graphs should be in colour when added to SS's book.</p> <p>With regard to employee relations activity:-</p> <ul style="list-style-type: none"> <li>• PM reported there were no outstanding employee tribunal claims.</li> <li>• All avenues were being explored to find alternatives to suspending staff.</li> </ul>		
9.	<b>Learning &amp; Research update</b>		<p>MP gave summary of the paper and informed the committee that a one year course L4 HNC Applied Health &amp; Social Care has been set up with 50% of the cohort being from North Yorkshire County Council and staff working in the Ryedale hub at the moment. MP will check if any staff at York are doing any courses like this.</p> <p>Apprenticeships - A lot of work is being done in the Trust to raise awareness of the Apprenticeship scheme aimed at clinical and non-clinical staff. Looking to raise a steering group to take this forward.</p> <p>NHS Elect – running a system wide leadership programme to start in October. Places have been offered to 3 nominated GP leaders.</p> <p>Calderdale – Shadow Board programme started, initially 2 days, through to September/October.</p>		

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
			<p>The committee requested an updated on Statutory &amp; Mandatory Training compliance at some stage.</p> <p>MP advised that a new Research Lead has been invited to attend the 13<sup>th</sup> September meeting to give her reflections. She will spend the first three months understanding the Trust and MP will then feedback to the Committee after that.</p>		
10.	<b>Staff Survey</b>		<p>PM informed that in some cases there are no data results to compare questions between years due to the change of questionnaire this year which targeted particular aspects the Trust knew came out of the previous staff survey.</p> <p>Results showed positive progress against the previous year's targets</p> <p>She also advised that from the 22<sup>nd</sup> August directorates can input appraisal results directly on to Learning Hub. Compliance should rise as this now forms part of the Pay Progression Policy.</p>		
but 11.	<b>E-rostering and projected impact/benefits update</b>		<p>PM gave overview of paper. It was highlighted from the top level analysis that there were some real issues that needed addressing. There needs to be a balance between organisational needs and personal needs. HR is working closely with the Chief Nurse Team to conduct the deep dives starting this week.</p>	<p>The committee expressed concern at the scale of the re-engineering required (both technical and cultural) but was assured that the issues are being dealt with and requested the results of the first deep dive</p>	

	Agenda Item	AFW/ CRR	Comments	Assurance	Attention to Board
				at the next meeting.	
12.	<b>Art Strategy</b>		PM informed that the Trust is in the process of appointing a new Arts Manager. It is hoped that the Art Strategy will be ratified today (20/07) and be acknowledged by the Board subsequently.. It was also agreed that the Art Strategy can be uploaded on the Intranet.	The committee ratified the Art Strategy.	
13	<b>Review of WFOD Strategy – Recruitment &amp; Retention</b>		Endorsed with no further comments on this.		
14.	<b>AOB</b>		No other business.		
15.	<b>Next Meeting</b>		The next meeting is arranged for 13 <sup>th</sup> September 2016, 13.00-15.00, YH Post Grad Classroom 4		



**Action Points: Workforce & Organisational Development Committee**

**Date of Meeting - 20<sup>th</sup> July 2016**

Item	Issue	Action	Timescale	Who responsible	Progress
3	Board Assurance Framework	DW will send her comments to MP to update the BAF.		DW	
5	Quarterly figures for leavers/starters.	Quarterly figures will be sent.		PM	
5	Opportunity to up skill staff as a solution to shortage of radiologists.	This will be looked into.		MP	
7	Provide a framework of priorities that will go to LWAB.	Share LWAB paper with committee.		MP	
9	Committee requires update on stat mand compliance.	Stat Mand report will be provided.	Sept meeting	PM	
11	E-rostering – first deep dive results requested.	First deep dive results will be provided.	Sept meeting	PM	

**Date of Meeting - 18<sup>th</sup> May 2016**

9	Appraisals linked to Talent Management Policy	Document to be presented at next meeting.	July meeting	PM	Deferred until September meeting.
---	---	---	--------------	----	-----------------------------------