

Workforce Committee Report

Trust Board	Item: 17
Date: 29th January 2020	Enclosure: M
Purpose of the Report: To report on the main areas of discussion at the Workforce Committee meeting held on 15th January 2020.	
For: Information <input checked="" type="checkbox"/> Assurance <input checked="" type="checkbox"/> Discussion and input <input checked="" type="checkbox"/> Decision/approval <input type="checkbox"/>	
Sponsor (Non-Executive Lead):	Sylvia Hamilton, NED Chairman of the Workforce Committee
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Risk Implications – Link to Assurance Framework or Corporate Risk Register:	Staff satisfaction is linked to improved organisational performance and patient outcomes.
Link to Relevant Corporate Objective:	Strategic objective 2 – to have a committed, skilled and highly engaged workforce who feel valued, supported and developed and who work together to care for our patients
Link to Relevant CQC Domain: Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input type="checkbox"/> Well Led <input checked="" type="checkbox"/>	
Document Previously Considered By:	N/A
Recommendations: The Trust Board is asked to note the main areas of discussion at the January 2020 Workforce Committee meeting.	

Issues discussed	Actions/Update/Comments
The Committee discussed the following items in their January meeting.	
Terms of Reference	The Committee needs to review its Terms of Reference but noted that this would be done as part of a broader sub-committee review process led by the Director of Corporate Governance.
Admin Retention Deep Dive	The Committee noted the excellent progress under way on this project focused on Patient Pathway Coordinators. Alison Smith updated the Committee on progress with cohort recruitment, induction and development plans. The Committee noted the need to identify appropriate measures for assessing progress and the need to engage with medical staff to ensure workforce design principles were clear and relevant. Progress will be monitored via Executive Management Committee (EMC) with a report back to the next Committee.
Learning the lessons – Dido Harding report	The Committee reviewed the Key Performance Indicators around managing Employee Relations cases and the further work undertaken by the Deputy and Associate Directors of Workforce to embed the Dido Harding review into Kingston’s practice in managing these cases. The Committee also discussed progress in managing a number of employment tribunal cases, noting the complexity and challenge around these.
Staff engagement	The Committee received a report from the Human Resources Business Partner for the Planned Care division, outlining the review of the trust’s current practice and highlighting the scope for real time engagement methods. The committee were keen to see quick progress on enhancing the trust’s approach to trust engagement and found the report helpful as a discussion document. The Chief Executive agreed to ensure this was progressed via EMC in the near future.
Apprentice Update	The Assistant Director of Workforce presented a paper updating the Committee on the total of apprenticeships undertaken (187), explaining the current number still ongoing is 153, as well as the range of programmes on offer and utilisation of the apprentice levy. The Committee were particularly interested to note plans to develop the trust as an accredited apprentice training provider and congratulated Nikki Hill on the excellent progress to date.
Review of Sub-Committee meetings	The Committee received reports from the Health & Wellbeing Steering Group, noting the new initiatives in place for 2020; the ongoing work on pensions being progressed by the Local Negotiating Committee; and the lack of progress in appointing a new staff side chair via the Trust Partnership Forum which the Director of Workforce highlighted as a priority to resolve.