

### Workforce Committee Report

<b>Trust Board</b>	<b>Item: 19</b>
<b>Date: 1<sup>st</sup> December 2020</b>	<b>Enclosure: N</b>
<b>Purpose of the Report:</b> To report on the main areas of discussion at the Workforce Committee meeting held on 12 <sup>th</sup> November 2020.	
<b>FOR: Information</b> <input checked="" type="checkbox"/> <b>Assurance</b> <input checked="" type="checkbox"/> <b>Discussion and input</b> <input type="checkbox"/> <b>Decision/approval</b> <input type="checkbox"/>	
<b>Sponsor (Non-Executive Lead):</b>	Sylvia Hamilton, NED Chair of the Workforce Committee
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<b>Risk Implications – Link to Assurance Framework or Corporate Risk Register:</b>	Staff satisfaction is linked to improved organisational performance and patient outcomes.
<b>Link to Relevant Corporate Objective:</b>	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.
<b>Link to Relevant CQC Domain:</b> <b>Safe</b> <input checked="" type="checkbox"/> <b>Effective</b> <input checked="" type="checkbox"/> <b>Caring</b> <input checked="" type="checkbox"/> <b>Responsive</b> <input checked="" type="checkbox"/> <b>Well Led</b> <input checked="" type="checkbox"/>	
<b>Document Previously Considered By:</b>	N/A
<b>Recommendation &amp; Action required by the Trust Board :</b>  The Trust Board is asked to note the main areas of discussion at the November 2020 Workforce Committee meeting.	

Issues Discussed	Actions/Update/Comments
The Committee discussed the following items in their November meeting.	
<b>Apprentices and Employment Entry Routes</b>	The Committee received a report from the Assistant Director of Workforce outlining progress on apprenticeships and an array of other entry routes for staff into the organisation. This included community based recruitment initiatives such as the Kickstart scheme for unemployed young adults. Particular reference was made to BAME entry programmes. The Committee applauded the work by the Assistant Director and noted her innovative achievements around the use of the apprentice levy and asked to be kept abreast of further developments in this work area.
<b>Workforce Project Plan</b>	The Head of Workforce Projects presented the project plan she had prepared to support the implementation of the KHFT People Plan. The Committee were pleased to see such a concise summary of all the workforce projects in one document. SH asked to see some refined metrics around qualitative issues in areas such as agile. JF said it was a very good piece of work that he would like to see reported to EMC regularly.
<b>Admin Staff Retention update</b>	The Committee noted the limited progress in this area given the constraints created by the Covid pandemic. The progress on recruitment was endorsed with a desire to see more progress on the training and retention issues at a future committee.
<b>Employee Relations Monitoring</b>	The Committee noted the data presented on Employee Relations cases and the emerging themes. The Committee were pleased to note the strong emphasis on informal resolution and the use of “just culture” processes.
<b>Review of Sub-Committee meetings</b>	The Committee noted good progress from the Health & Wellbeing Steering Group, Local Negotiating Committee and Trust Partnership Forum. Relationships with Staff Side remain strong during this challenging.