

**Board of Directors**

**Report**

**Subject: OD & WORKFORCE COMMITTEE UPDATE**

**Date: 30<sup>th</sup> November 2016**

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## **Executive Summary**

Highlights from the meeting of the Committee on 3 November 2016

### **1. Deep Dive on Sickness Absence due to Stress**

The Committee received a deep dive report into sickness absence caused by stress and anxiety. The report detailed a downward trend with this type of absence and set out details of a number of initiatives which help with this including the self-referral “listening ear” service, literature on stress management, good sleep hygiene and navigating change and mental toughness and appropriate sign posting to support services by Occupational health. In addition, it was noted that training is offered in subjects such as Developing Resilience and there is a managing stress at work toolbox talk. The committee also received information about hot spot areas and an action plan.

### **2. National Apprenticeship Levy**

The Committee received a briefing paper on the National Apprenticeship Levy, which will require the Trust to pay approximately £700,000 to HMRC spread over 12 months during 2017/18. The annual target for apprentices in SFH will be 92, who will spend 20% of their time completing their apprenticeship. The levy funding can be used to fund apprenticeship training that leads to a recognised qualification but not the employment costs of the apprentice. Higher level apprenticeships are now available for degrees and master’s degrees. The committee took assurance from the fact that the Training and Education Department are developing an apprenticeship framework to ensure that the Trust maximises this opportunity. In addition, as the Department has a well-established and respected NVQ training centre there may be the opportunity for income generation in relation to apprentices.

### **3. Workforce Planning**

The Committee received details about the workforce plan which was being developed to support the Trusts submission of its 2 year operational plan which is submitted to NHS Improvement (NHSI). The committee also received and approved the narrative which will accompany the submission.

#### 4. Policy Update

The Committee was provided with assurance that the policy review cycle for HR related policy documents was compliant with all current Trust HR related policies in date. At the meeting the either slight amendments or review date extensions were agreed and approved:

- Disciplinary Policy
- Sickness Absence Policy
- Grievance Policy
- Appeal Policy
- Adverse Weather Policy
- Flexible Working Policy
- Counter Fraud, Bribery and Corruption Policy
- Standards of Business Conduct Policy

#### Recommendation

It is recommended to the board that the content of this report is noted

Relevant Strategic Priorities (please mark in bold)	
Ensure the highest standards of safe care are consistently delivered by, and for, individuals, teams and departments	Ensure that patients experience the very best care, building on good practice and listening and learning from both negative and positive feedback and events
Provide timely access to diagnosis, treatment and care when people need it and safely reduce the time patients spend in hospital	Raise the level of staff engagement through strong leadership, communication, feedback and recognition
Reduce the scale of our financial deficit by reducing costs, improving utilisation of resources and productivity, and achieving best value for money	Work in partnership to keep people well in the community, and enable them to return as soon as they are ready to leave hospital
Develop and implement a programme of work in conjunction with Nottingham University Hospital NHST to create a new combined organisation	

<b>How has organisational learning been disseminated</b>	n/a
<b>Links to the BAF</b>	AF6.0 If we do not get good levels of staff engagement then staff morale and patient outcomes may not improve ( <b>Support for those on sickness absence due to Stress</b> ). AF7.0 Inability to source

	staff to meet the requirements of the service <b>(Workforce Planning &amp; National Apprenticeship Levy)</b>
<b>Financial Implications/Impact</b>	n/a
<b>Legal Implications/Impact</b>	n/a
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	n/a
<b>Committees/groups where this item has been presented before</b>	n/a