

NORTHUMBERLAND, TYNE AND WEAR NHS FOUNDATION TRUST

BOARD OF DIRECTORS

Meeting Date: 27 January 2016

Title and Author of Paper: Workforce Directorate Quarterly update – Lynne Shaw, Deputy Director of Workforce and OD

Paper for Debate, Decision or Information: For Information

This report includes/supports the following areas:

WORKFORCE STRATEGIC AIMS:	✓
We will develop a representative workforce which delivers excellence in patient care, is recovery focussed and champions the patient at the centre of everything we do.	✓
We will embed our values, improve levels of staff engagement, create positive staff experiences and improve involvement in local decision-making.	✓
We will lead and support staff to delivery high quality, safe care for all	✓
We will help staff to keep healthy, maximising wellbeing and prioritising absence management	✓
We will educate and equip staff with the necessary knowledge and skills to do their job	✓
We will be a progressive employer of choice with appropriate pay and reward strategies	✓

The Workforce Directorate quarterly report outlines some of the key work and developments within the Directorate. This is the first report which supports the six key aims of the Workforce Strategy which was ratified by the Trust Board in summer 2015. Any comments on format or content from Trust Board Members would be welcomed to further develop this report in future months.

Includes updates on:

1. Care Quality Commission Specialist Advisors
2. Medical Trainees Event
3. Working Longer Group / Equality and Diversity Partners
4. National Whistleblowing Policy Consultation
5. National Freedom to Speak Up Guardian
6. Recruitment Activity
7. Better Health at Work Award
8. Heath Needs Assessment
9. Consultant and S&S Doctor Induction Programme
10. Vocational Training Visit
11. Living Wage
12. Pension Auto Re-enrolment
13. Investors in People Award

In addition the paper provides an update on two key employment areas:

1. Public Sector Exit Payments
2. Gender Pay Gap Reporting

Outcome required: For Information.

Workforce Directorate Quarterly Report

27 January 2016

Strategic Aim 1

1. Care Quality Commission Specialist Advisers

The Trust's Equality and Diversity Lead has applied to be a specialist adviser for the Care Quality Commission (CQC) for their first batch of pilot inspections, to include workforce race equality in the assessments, and for inspections going forward. The national Workforce Race Equality Standard (WRES) team is working with the CQC to incorporate the WRES as a factor for consideration in the Well-Led domain, to assess the extent to which the WRES is done within Trusts and acted upon.

The first pilot inspection to specifically include equality and diversity elements took place in November and will form part of the regular inspection framework from April 2016. For the pilot the national WRES team is providing the CQC with briefing notes on what to look for in each Trust that is part of the pilot. Factors that are leading routine inspections to be part of the pilot include:-

- Has the organisation engaged in the WRES?
- Has the Trust been involved in an Employment Tribunal where discrimination was a factor?
- Was the decision of the Employment Tribunal appealed by the Trust?

To date the outcome of the application is not known.

2. Medical Trainees Event

An event took place for Senior Medical Trainees in their final two years of training (ST5/6) on 9 and 10 November 2015 for the fourth consecutive year. Delegates attended from throughout the UK including deanery's such as WESEEX, HENW, Thames Valley, KSS, HEEM and our local deanery HENE. The aim of the event is to prepare ST5's and 6's for their first consultant post, whilst raising the profile of NTW and show casing that we value and look after our medical workforce. There were a number of speakers who attended covering a range of subjects including, research, presentation styles, meetings management and live interview practice. The second day included an introduction to commissioning, designing new care pathways and a simulated SUI enquiry. Following the success of the event, two delegates from outside the region have expressed an interest in moving to the North East and working for NTW when they qualify in 2016.

3. Working Longer Group / Equality and Diversity Partners

The Trust's Equality and Diversity Lead has joined the Working Longer Steering Group. The Group (WLG) is a tripartite partnership group between nationally recognised NHS trade unions, NHS employers and health department representatives, established to review the implications of the NHS workforce working to a later, raised retirement age. The group reports directly to the NHS Staff Council and its Executive. The age profile of our workforce will be a key feature of our emergent workforce plan, further information of which will be provided to the Board over the next quarter.

In addition the Trust continues to be an NHS Employers Equality and Diversity Partner with the most recent event focusing on mental health illness within the workforce and the strategic and operational workforce issues which arise from supporting employees with their mental ill health. This aligns well with the Trust's recent signing of the Time to Change Pledge.

Strategic Aim 2 (the following two items are detailed in the CEO report)

4. National Whistleblowing Policy Consultation

Consultation on a whistleblowing policy for the NHS has recently closed.

5. National Freedom to Speak Up Guardian

Dame Eileen Sills has been appointed as the first National Guardian to help lead a cultural change within the NHS

Strategic Aim 3

6. Recruitment activity

Campaign 11 has recently commenced and will see further recruitment to nursing and admin posts across the trust. A separate agenda item on international recruitment will be considered by the Board.

Strategic Aim 4

7. Better Health at Work Award (BHAWA)

The Trust has held the award since 2009. It recognises the efforts of local employers in addressing health issues within the workplace. There are over 400 regional employers that have either participated or are participating in the award.

As part of the assessment process the Trust is required to submit a written report outlining the work undertaken in support of health promotion and to have face to face discussions with an Assessor. In December we were made aware that the Trust has

been successful in retaining the Award at the highest accreditation level - 'Continuing Excellence' for a further 12 months. An awards event is scheduled for 19 February.

8. Health Needs Assessment

As part of the Trust's Better Health award re accreditation in 2014 it was identified that the Trust is required to annually undertake a health survey of its staff.

A short questionnaire was sent to all staff in October 2015 which asked staff;

- to rate their current health
- if they felt under pressure at work
- about their, diet, physical activity, alcohol consumption, smoking, weight and mental health.

The information gathered was generally positive. 401 staff completed the questionnaire. Most reported a fairly healthy lifestyle; drinking less than 7 units of alcohol per week and almost half eating 5 portions of fruit and vegetables per day. Only a small number reported being a smoker (40) and 14 of these are looking to quit.

Areas of concern are weight (2 thirds are unhappy) and 74 people admitted to having concerns over their mental health. Most of these know how to access support and two thirds feel supported by the Trust.

The results of the survey will form part of a Health Needs Assessment currently being undertaken by Team Prevent. The results together with the results from the Health section of the staff survey, sickness rates, reasons, incident statistics and discipline and grievance data will allow the Trust to better identify hot spot areas and to focus health and wellbeing initiatives on identified needs.

The Trust sickness rate is currently 5.8% (in month) and the rolling absence figure (5.51%) is at the lowest level since September 2011.

Strategic Aim 5

9. Consultant and SAS Doctor Induction Programme

The second cohort of the Consultant and SAS Doctor Induction Programme took place on the 15, 16, and 17 December 2015. The programme offers a tailored induction package specifically designed for new members of the medical workforce with the chance to meet key members of NTW including John Lawlor, Executive Directors, Group Medical Directors etc and understand the business which underpins this. Again, new members of the medical workforce have expressed a lot of gratitude and thanks to the tailored approach with one in particular stating this makes them feel a valued employee of NTW.

10. Vocational Training Visit

On 19 November 2015 the College Principal of Tyne Met College and five College Governors visited St Nicholas Hospital. The event was an opportunity for the College to find out what we as an employer would like to see from them in the future and provided valuable feedback to the College on developing provision.

John Lawlor discussed with them the current partnership work and they outlined some future planned work including a possible partnership with Help for Heroes, the College and the Trust's work with military veterans.

They were also keen to see where the candidates worked who had completed the successful vocational programmes of learning and hear more about how they had put these vocational skills into Practice. They visited various areas and met with a number of Trust staff including Angela Glascott (Development and User Involvement Officer), the Peer Support team and Recovery College, Mark Hennessey (Technical Instructor in sports at the Bamburgh Clinic), Claire Calder (Informatics).

One of the Governors remarked afterwards how 'the enthusiasm for the work and support of patients is apparent'.

Strategic Aim 6

11. Living Wage

The Trust has been a member of the Living Wage Foundation since June 2014. On 30 October 2015 the Foundation announced an increase to £8.25 per hour.

The rate affects staff at Agenda for Change pay band 2. The new hourly rate equates to an annual salary of £16,131 per annum. 161 substantive staff are affected by the increase. In addition, 101 Administrative Bank staff are affected.

12. Pension Auto re enrolment

Automatic pension enrolment for workers was introduced in 2012. All workers must be enrolled into a workplace pension if they:

- Are aged between 22 and state pension age
- Earn more than £10K per annum

Workers then have the right to opt out of the scheme. This process is cyclical and must be carried out broadly every 3 years.

This process affects approximately 503 staff who could be re-enrolled into the NHS Pension scheme. It would equate to approximately an increase in £94,000 employers pension contributions. It will occur in April 2016.

13. Investors in People Award

The Trust currently holds the IIP award. The award is subject to a three year accreditation review. Our reaccreditation date is July 2016 and it is our intention to proceed with reassessment on version 5 in September 2016 which is supported by CDT.

Employment Law Updates

1. Public sector exit payments

From 1 April 2016, the Repayment of Public Sector Exit Payments Regulations 2015 are expected to come into force, requiring that employees in the public sector with annual earnings of £100,000 or more should repay exit payments where they return to work in the same public sub-sector within one year of leaving.

The government has also published the draft Public Sector Exit Payment Regulations 2016, which will impose a cap of £95,000 on the total aggregate value of exit payments made to most public sector workers.

2. Gender pay gap reporting

In the first quarter of 2016 provisions will come into force requiring large employers (those with more than 250 employees) to publish information about their gender pay gaps. The finer details of what information is required and where, when and how it should be published, are still to be confirmed.

Implementation and monitoring of Workforce and OD Strategies

The new Workforce Group structure has now been implemented and the Workforce Group and two sub-groups (Workforce Planning, Education and Training and Organisational Development) have all met for the first time.

Lynne Shaw
Deputy Director of Workforce and OD