

REPORT TO THE TRUST BOARD *March 2014*

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| Paper Title: | Workforce report |
| Sponsoring Director: | Wendy Brewer, Director of Human Resources and Organisational Development |
| Author: | Wendy Brewer, Director of Human Resources and Organisational Development |
| Purpose: | <i>Regular workforce report to update the board on workforce issues.</i> |
| Action required by the board: | For information |
| Document previously considered by: | Workforce and education committee |

Executive summary
Key points in the report and recommendation to the board

1. Key messages

The August workforce report includes the following items:

- The workforce activity report February 2014
- Notes of the workforce and education committee meeting held in January 2014
- Report on the 2013 staff attitude survey

The workforce and education committee leads on monitoring the implementation of the workforce business plan underpinning the workforce strategy. It reviews progress in achieving the workforce key performance indicators at a trust level and considers any areas where performance is of concern.

The quarterly divisional performance review meetings provide an opportunity to hold divisions to account for their overall progress on the workforce indicators and any areas of specific concern.

2. Recommendation

That the Trust Board receives the report.

Key risks identified:
Key workforce risks include:

- Possible reductions in the overall number of junior doctors available with a possible impact on particular speciality areas.
- Staff disengagement as the trust works towards greater productivity and efficiency.
- Changes in supply of staff such as nurses over time and as less undergraduate training is commissioned.

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| Related Corporate Objective: <i>Reference to corporate objective that this paper refers to.</i> | To develop a highly skilled and engaged workforce championing our values that is able to deliver the trust's vision. |
| Related CQC Standard: <i>Reference to CQC standard that this paper refers to.</i> | |

Equality Impact Assessment (EIA): Has an EIA been carried out? (Yes / No)
If yes, please provide a summary of the key findings
If no, please explain you reasons for not undertaking and EIA.

Appendix A:

1. EQUALITY IMPACT ASSESSMENT FORM – INITIAL SCREENING

Headline outcomes for the Equality Delivery System (EDS)

- Better health outcomes for all
- Improved patient access and experience
- Empowered, engaged and well-supported staff
- Inclusive leadership at all levels

| Service/Function/Policy | Directorate / Department | Assessor(s) | New or Existing Service or Policy? | Date of Assessment |
|---|--------------------------|-------------|------------------------------------|--------------------|
| | | | | |
| 1.1 Who is responsible for this service / function / policy? Director of HR | | | | |
| 1.2 Describe the purpose of the service / function / policy? <i>Workforce report</i> | | | | |
| 1.3 Are there any associated objectives? <i>Set out in workforce strategy</i> | | | | |
| 1.4 What factors contribute or detract from achieving intended outcomes? N/a | | | | |
| 1.5 Does the service / policy / function / have a positive or negative impact in terms of the protected groups under the Equality Act 2010. These are Age, Disability (physical and mental), Gender-reassignment, Marriage and Civil partnership, Pregnancy and maternity, Sex /Gender, Race (inc nationality and ethnicity), Sexual orientation, Region or belief and Human Rights Intended to be positive. | | | | |
| 1.6 If yes, please describe current or planned activities to address the impact. | | | | |
| 1.7 Is there any scope for new measures which would promote equality? | | | | |
| 1.8 What are your monitoring arrangements for this policy/ service | | | | |
| 1.9 Equality Impact Rating [low, medium, high] | | | | |
| 2.0. Please give you reasons for this rating | | | | |