

REPORT TO THE TRUST BOARD July 2014

Paper Title:	Workforce report
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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
<p>Executive summary <i>Key points in the report and recommendation to the board</i></p> <p>1. Key messages</p> <p>The August workforce report includes the following items:</p> <ul style="list-style-type: none"> • The workforce activity report June 2014 • Notes of the workforce and education committee meeting held in May 2014 • The workforce chair's report July 2014 - to be given orally • Actions for the next quarter against workforce KPIs of concern July 2014 <p>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.</p> <p>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.</p> <p>2. Recommendation</p> <p>That the Trust Board receives the report.</p>	
<p>Key risks identified: <i>Key workforce risks include:</i></p> <ul style="list-style-type: none"> • Failure to reduce the unacceptable levels of bullying and harassment reported by staff in the annual staff survey. • Possible reductions in the overall number of junior doctors available with a possible impact on particular speciality areas. • Failure to maintain required levels of attendance at core mandatory and statutory training (MAST) 	
<p>Related Corporate Objective: <i>Reference to corporate objective that this paper refers to.</i></p>	<p>To develop a highly skilled and engaged workforce championing our values that is able to deliver the trust's vision.</p>
<p>Related CQC Standard: <i>Reference to CQC standard that this paper refers to.</i></p>	
<p>Equality Impact Assessment (EIA): Has an EIA been carried out? (Yes / No) If yes, please provide a summary of the key findings</p> <p>If no, please explain your reasons for not undertaking and EIA.</p>	

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				