

**BOD 128/2015**

(agenda item: 13)

# Report to the Meeting of the

# Oxford Health NHS Foundation Trust

# Board of Directors

**30 September 2015**

**Workforce Performance Report – September 2015**

**For: Information**

The attached report shows the position on the workforce performance indicators as at the end of August 2015, except for sickness absence which is a month in arrears.

**Bank & Agency Spend £ and %**

Bank & Agency Spend has decreased from £1,305,601 in July 2015 to £1,294.787 in August 2015. Trust wide vacancy % rate for August 2015 was 7.31% compared to 7.40% in July 2015.

Support staff (10.15%) has the highest reported vacancy % rate followed by Nursing staff (10.00%).

Substantive Nursing spend has decreased from £5,495,299.39 in July to £5,390,563.47 in August. Total Temp Spend has also decreased from 14.02% to 13.81% in August.

Substantive Medical & Dental spend has increased from £2,192,907.91 in July to £2,292,551.23 in August. Total Agency spend also increased from 4.43% to 5.91% in August.

**Vacancy % Rate**

Vacancy % Rate continues to increase from 8.37% in July to 10.20% in August, Medical and Nursing vacancy % rate continue to be above the Trust Limit of 9%. Medical vacancy % has increased from 18.69% in July to 19.64% in August, Nursing vacancy % has increased from 14.96% in July to 17.89% in August.

**Trust Turnover % Rate**

Turnover % rate continue to increase to 14.25% compared to 13.87% in July an increase of 0.38% in month. Turnover is higher than the 2014/2015 trend (13.14% August 2014) and the highest since the formation of Oxford Health NHS Foundation Trust.

Children & Young People has the highest reported turnover % rate which has increased from 13.90% in July 2015 to 14.73% in August, followed by Corporate with a slight decrease in August to 14.52%.

**Reason for Leaving**

Voluntary Resignation Not Known is the highest reason for leaving at (16.8%) followed by Relocation (12.8%), Work Life Balance (12.0%) and Promotion (8.7%).

**Sickness Absence % Rate**

The Trust sickness % rate decreased in August 2015 to 3.95% from 3.99% in July. The sickness absence rate is lower than the 2014/2015 trend (4.14% July 2014). Anxiety/Stress/Depression/Other Psychiatric illnesses was the highest reported reason for sickness absence amounting to 1341.70 working days lost compared to 1251.60 in July.

The most common reason for short-term sickness was gastro-intestinal problems (26.10%).

The category of unknown and other cause of sickness absence continue to increase, from 8.18% in July to 10.14% in August 2015; it is the second highest sickness absence reason. (The collection of data is under review.)

One day absence for the period April 2015 to July 2015 shows that one day absence was most prevalent on a Monday (373 days) followed by Friday (368 days)

Adult Services (4.48%) and Older Peoples (4.35%) sickness absence remains high and above Trust target of 3.5%.

**Directorate Performance**

**Older Peoples Directorate**

**Bank and Agency: 4.9% v 5.0% Trust Target**

* Bank and Agency has reduced again and is now below Trust target.
* The Community Hospitals main reason for agency usage was to cover staff sickness absence.
* Agency use in Older People Mental Health Inpatient services was high with the main reason being attributed to vacancies.

**Vacancies: 6.28% v 9% limit**

* There were 227 vacancies, 115 offers accepted, 51 candidates cleared to start and 32 start dates confirmed.
* Problem area to recruit to are band 5 nurses in inpatient, mental health, district nurses, Podiatry and MSK physiotherapists.
* Problems continue to persist with recruiting to band 2 re-ablement assistants.

**Turnover: 14.1% v 12.0% Trust Target**

* Turnover % has increased from last month, the highest turnover % is within the Integrated Locality Team (South) at 19.7%.
* The increase in Turnover is driven by turnover across a range of professions including District Nursing, Nutrition & Dietetics and Physiotherapy.
* Exit feedback is ad hoc; however local intelligence suggests that the reasons for staff leaving are varied.

**Sickness: 4.4% v 3.5% Trust Target**

* The last 6 months have seen a sickness absence rate below the 12 month mean, which is encouraging, although the Directorate is still yet to reach the Trust’s 3.5% target.
* Sickness absence is being managed in accordance with Trust policies with support from Occupational Health; there have been a number of successful returns to work plans.
* Back and MSK problems continue to be high.
* Top reasons for sickness absence are Anxiety and Stress (19.3%), Unknown Reason (12.9%), Back Problems (11.4%) and Other MSK (11.3%)

**Children & Young People Directorate**

**Bank and Agency: 8.6% v 5.0% Trust Target**

* There has been a slight increase of 0.20% in Agency usage and accounts for 8.6% of usage.
* CYP Oxon and Bucks CAMHS Bank and Agency usage (23.8%) of which Agency was (23.6%) and Bank (0.20%)
* HR continues to work with the units via regular meetings with managers regarding the agency framework and the availability of lower cost agency staff.
* Work is underway to increase Providers on the Agency Framework; meetings took place 7 – 9 September regarding this matter.

**Vacancies: 4.80% v 9% limit**

* There were 178 vacancies, 104 offers accepted, 50 candidates cleared to start and 28 have start dates confirmed.
* Human Resources have received feedback from managers who are requesting weekly/fortnightly updates which will be acted upon.
* Resourcing is working closely with managers regarding difficult to fill posts generally but particularly in the Inpatient units.

**Turnover: 14.73% v 12.0% Trust Target**

* There has been a slight increase of 0.83% in turnover in month.
* Highest turnover rate are within the following Dental Services - 20.72% (last month 20.55%), Oxon and Bucks CAMHS – 18.11% (last month 16.52%) and Swindon, Wilts and BANES – 16.94% (last month 16.40%).
* Exit feedback is ad hoc; however local intelligence supports reasons for leaving as promotion and relocation.

**Sickness: 3.26% v 3.5% Trust Target**

* Sickness absence has seen a slight increase from last month a 0.15% increase in month, but remains the lowest % across the Trust.
* Long term sickness is currently 1.46% an increase from last month of 0.18%, this equates to 1041 wte days lost (last month 976).
* Top 3 reasons for sickness absence are Anxiety and Stress (23.18%); Genitourinary & Gynaecological disorder (9.69) and Back Problems (9.65%).
* Sickness absence is being managed in line with support from Occupational Health and a number of successful returns to work plans have been achieved.
* Anxiety and Stress remains high (23.18%) this is a reduction of 6.13% from last month.

**Adult Services Directorate**

**Bank and Agency: 9.3% v 5.0% Trust Target**

* Bank and Agency reduced slightly from 9.8% in July to 9.3% in August.
* Highest use of agency staff was in Forensic and Oxfordshire Pathway to fill vacancies.
* There are long line contracts in Thames House to ensure that it meets safer staffing requirements.

**Vacancies: 11.1% v 9% limit**

* The number of vacancies has increased in all areas.
* The increase in vacancies is due to some new services being commissioned and other services extending their service hours which have had an impact on recruiting.
* There were 222 vacancies, 66 live vacancies, 11 at shortlisting, 9 at interview and 122 offer accepted (of which 31 are cleared to start and 13 have start dates.
* A number of new staff will start in September as a result of receiving their registration to practice.
* Plans are being put into place to increase the staffing levels in Inpatient wards and Forensic services.

**Turnover: 13.70% v 12.0% Trust Target**

* Turnover has increased slightly from last month
* The Directorate experienced high turnover in all of the patient services except Psychological Therapies.
* Psychological Therapies continues to decrease this is due to the stabilization of the workforce post training cycle.
* Forensic Services and Oxford Pathways are recruiting over establishment and reviewing beds.
* 26 staff started in August compared to 14 in July but the number of leavers also increased from 20 in July to 24 in August.

**Sickness: 4.40% v 3.5% Trust Target**

* Sickness absence remains the same as last month with 1749 wte days lost.
* Long term sickness also remains the same as last month at 1.78%. All long term sickness cases are being managed with support from Occupational Health.
* There have been some resignations which will impact on long term sickness and a number of staff in the first stage formal sickness process is increasing to enable managers to focus on supporting those staff to remain in the workplace.

**Corporate**

**Bank and Agency: 6.8% v 5.0% Trust Target**

* Bank and Agency has increased from 5.7% last month to 6.8% in August.
* Cube and OPS have the highest usage of agency spend and high band usage.
* An action plan for OPS is being developed to improve this area and reduce agency usage.

**Vacancies: 20.14% v 9% limit**

* There are currently 80 vacancies, 38 offers have been accepted, 11 candidates cleared to start, and 5 start dates confirmed.
* Resourcing is working closely with managers regarding difficulties with filling posts.

**Turnover: 14.52% v 12.0% Trust Target**

* Turnover has decreased slightly from 14.71% last month to 14.52% in August.
* Research and Development has the highest Turnover % rate and it is spread across all area of R&D, main reasons for turnover were promotion, relocation and to undertake further education.
* OPS and the CEO Office also have high Turnover rates however this relates to relatively small teams.

**Sickness: 3.28% v 3.5% Trust Target**

* Sickness Absence continues to decrease from 4.08% last month to 3.28% in August, area’s requiring further improvements are to be identified for improvement.
* Long Term Sickness has decreased from 2.56% to 2.01%, this equates to 817 wte days lost (last month 884 days lost).
* Sickness Absence is being managed in line with support from Occupational Health; there have been a number of successful returns to work plans and some formal cases have now been resolved.

**Recommendation**

The Board is asked to note the report for information.

**Author and Title:** **Jayne Halford, Deputy Director of HR**

**Lead Executive Director: Mike McEnaney, Director of Finance and Ros Alstead, Director of Nursing**

1. *A risk assessment has been undertaken around the legal issues that this paper presents and there are no issues that need to be referred to the Trust Solicitors.*
2. *This paper (including all appendices) has been assessed against the Freedom of Information Act and the following applies: [delete as appropriate]*

* *THIS PAPER MAY BE PUBLISHED UNDER FOI*

1. *This paper provides assurance and evidence against the Care Quality Commission Outcome: [Input Outcome number – i.e. 12,13,14]*