

# Report to the Meeting of the

**CoG 34/2018**

(Agenda item: 12)

# Oxford Health NHS Foundation Trust

# Council of Governors

**22 November 2018**

**Human Resources Report**

**For: Information**

This report shows the position on the workforce performance indicators as at the end of September 2018.

The report includes brief details of actions already in place to address some of the challenges as well as plans being developed.

**HCA Agency Reduction**

In May 2018 the Trust stopped using Agency HCA workers in inpatient units. Where a HCA Flexible Worker cannot be sourced Registered Nurses are used.

The graphs below show that the initiative has not resulted in an increase in the number of unfilled shifts.

Agency use has continued to fall whilst bank use has risen.

Agency grade swops account for approximately 5% of overall temporary staffing use, approximately 10 shifts a day across 38 inpatient units. The number of grade swops have slowly decreased over the past 2 months.

Work continues to grow the HCA Flexible Worker bank with 20 new starters commencing in November. A further 36 workers are on a waiting list to complete their Care Certificate training before they can start but no places are available until January 2019.

From January 2019 the Staffing Solutions team will interview all Flexible Workers rather than operational Managers.

**Recruitment**

The newly qualified nurses commenced employment with the Trust in August and September.

The “Itchy Feet” campaign run jointly with OUH was considered by Clinical Nursing to be a success. For OBU students due to qualify in mid-2019 the recruitment process starts again in November.

Externally recruited Nurse Associate Trainees commenced in September. The timescales to complete the pre-employment checks was challenging but they have all attended their induction programme.

**Health & Wellbeing**

Staff stress survey results have been communicated via the Trust intranet site together with the 3 identified workstreams which continue to make progress and have identified some quick wins and longer term pieces of work.

At the end of the communication brief employees have been requested to respond to one question – “[If your team had one less thing to worry about, what would that be?”​](http://ohftintranet.oxfordhealth.nhs.uk/TR/Pages/Stressed---we-know-and-we%e2%80%99re-starting-to-do-something-about-it.aspx) A stress wellbeing inbox has been set up for responses. To date 12 responses have been received, all indicating vacancies to be filled and workload. In view of the low response, other vehicles of communication are being explored including hard copies.

Throughout this work there is a common theme that any communication via the Trust intranet is not being accessed. A working group is being set up to help support leaflet development to enable a wider audience to be reached.

A few teams have been identified to pilot the new Team Stress Risk Assessment and this work will commence as soon as possible in meeting the needs of the teams involved.

Work is being undertaken with Psychological Services, Occupational Health and others to explore additional support for staff involved in work related traumatic incidents who may require this.

A small group is exploring a possible pilot for Schwartz Rounds with Psychological Services.

EAP remains a potential tool to support staff. Occupational Health remains concerned about the shortage of counsellors.

Physical Health campaigns will raise awareness this year of:

* Menopause in the workplace
* Signs & symptoms of testicular & prostate cancer
* Signs & symptoms of bowel cancer

Wellbeing Champions will be supporting and promoting this year’s Flu campaign

**Management of Concerns (Whistle Blowing)**

3 current cases, 1 in Mental Health Directorate, 1 Specialised Services and one relating to a flexible worker. All are currently under investigation.

**EDI**

Linking Leaders events in September focused on Disability Equality. Over 200 staff members attended events that were held in Oxford, Aylesbury and Swindon.

The Race Equality Staff Network has marked Black History Month with celebrations during October at Whiteleaf Centre and Littlemore.

**Retention**

Work on retention continues and as shown in the data slides, turnover has continued its steady reduction over the last 5 months to stand at 13.8% in September. The reduction was experienced across all the Directorates.

**NHS Staff Survey**

The survey launched in October and all eligible employees have been invited to participate. This year the survey is mixed mode: the majority of staff will receive an email inviting them to complete the survey, some staff will receive a paper version. It is hoped that this will increase the response rate for staff who have reduced access to the IT network.

**Pay Review – NHS Terms and Conditions Refresh**

Work continues on a new appraisal process and Pay Progression Policy as a result of the new NHS pay system.

A piece of work is underway to proactively communicate Trust’s current reward offering.

**Staff from the European Union**

We are awaiting further guidance from NHS Employers about recently announced Home Office plans to allow, EU citizens working in the health or social care sector to access the EU Settlement Scheme early to apply for settled status or pre-settled status. This would allow people working in health or social care to access the scheme from 29th November 2018, before it is fully operational from March 2019.

Once further details are available a Trust-wide communication can be developed.

**Recommendation**

To note the report for information.

**Author and Title:**

Simon Denton (Head of HR Operations)

**Lead Executive Director:**

Tim Boylin