

# Report to the Meeting of the

**BOD 20/2019**

(Agenda item: 6)

# Oxford Health NHS Foundation Trust

# Board of Directors

**27 February 2019**

**Human Resources Report**

**For: Information**

This report shows the position on the workforce performance indicators as at the end of January 2019.

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

The accompanying slide pack shows the HR KPIs reported under the new operational directorate structure.

**HCA Agency Reduction**

On 14 May the Trust stopped using Agency HCA workers across inpatient units. Where a HCA Flexible Worker cannot be sourced Registered Nurses are used. The number of temporary staffing shifts worked across inpatient units decreased by 135 between December 2018 and January 2019 with 6256 shifts being worked (on average 200 a day).

NHSI Agency rule overrides remained similar however the number of agency grade swops reduced by 109 to 489. The number of Thornbury shifts used also reduced by 97 to 363. The number of unfilled shifts remained at 6%, 373 shifts.

Recruitment of new bank HCA workers should recommence in April when the backlog of existing new starters has been cleared through the Care Certificate. However PEACE provision remains a concern with over 100 workers having restrictions on when they can work as a result of having not completed their PEACE training.

**Nurse Associates**

Feedback from staff representatives suggests that further engagement and information sharing would be beneficial. Colleagues in Nursing & Clinical Governance are working with L&D, HR and local teams to progress this. Work is being undertaken to be able to make formal offers to the first cohort of Nurse Associate Trainees who will be obtaining their PIN approx. 2 months after completing their training.

**Health & Wellbeing**

Stress Steering Group – the groups which feed into the Stress Steering Group met in January 2019.  Actions were delegated to members and there will further meetings arranged for late Feb/March to follow up progress.  The Stress Steering Group is meeting on 19th March 2019.

Schwartz Rounds **-** funding has now been secured to go ahead with our application.  The project group are meeting on 26th February 2019 with Julian Groves from the Point of Care Foundation about the next steps in the process.

Employee Assistance Programme (EAP) - in its final stages of defining the specification and evaluation criteria for the tenderers. The EAP will be going out to tender in March 2019.

Wellbeing Champions **-** there will be an event held in the Whiteleaf Centre to promote and gain more Wellbeing Champions in the Trust.

Laminated Posters have been sent to Trust departments and forwarded to Wellbeing Champions to promote various areas of physical health and awareness.  The aim of this is raising the signs and symptoms of specific issues with our staff. These include posters/leaflets on menopause, signs and symptoms of various cancers, mental health in the workplace and stress in the Workplace.

#WE Trailblazers - initiative backed by NHS England and is part of training encouraging staff to use technology in the workplace. We have applied as a trailblazer organisation.  There is a need to review the Trust’s Code of Conduct to reflect the use of technology in Oxford Health; the current wording in the Code is hindering the implementation of the project as it states staff cannot use mobile devices in working hours.

**Management of Concerns (Whistle Blowing)**

2 current cases, 1 in Oxfordshire & South West Directorate, 1 in Specialised Services. Both reports have been completed and we await update from Executive..

These whistle blowing cases will be the first where a new process to capture any action plans arising from the investigation will be recorded on Ulysses. This should result in improved tracking of agreed follow-up actions and better reporting to Well Led Sub-Committee and Audit Committee.

**Retention**

Work on retention continues and turnover has continued a downward trend, although it has increased slightly in January to stand at 13.62%.

**NHS Staff Survey**

Although results are embargoed until 26 February 2019, some initial analysis has been completed. There is a lot of data available. The Senior HR Business Partners will be able to present data packs to the Senior Teams in Directorates within the next couple of weeks in order that a local view can be developed about key areas of focus.

**Recommendation**

To note the report for information.

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