

# Report to the Meeting of the

**BOD 32/2019**

(Agenda item: 7)

# Oxford Health NHS Foundation Trust

# Board of Directors

**27 March 2019**

**Human Resources Report**

**For: Information**

This report accompanies the slide pack showing the HR KPIs. It includes brief details of actions already in place to address some of the challenges as well as plans being developed.

**Gender Pay Gap**

As required under the regulations, the Trust will publish a Gender Pay Gap report by the end of March 2019. This will relate to the pay position on the “snapshot date” of 31st March 2018.

**Nurse Associates**

Nurse Associate Trainees (NATs) are expected to get their PIN from NMC June/July 2019.

A process to allow NATs to express a preferred location has been implemented.

Some workshops are being held with Managers and NATs locally or at L&D. Engagement meetings are being arranged locally by Directorate Heads of Nursing for the wider staff.

**Recruitment**

The Recruitment team have made the decision to use TRAC, a bespoke recruitment system used by a large number of NHS organisations. The system integrates with ESR and NHS Jobs. Implementation is expected to be 24th April 2019.

**Vacancy Rate**

We are proposing to improve the accuracy of reporting the Trust’s vacancy rate by fixing the establishment in ESR from the point that Finance confirm the April 2019 budgeted establishment. This will enable more accurate reporting of real vacancies and the associated recruitment activity.

**Retention**

Within Directorates the HR Business Partners are undertaking targeted local initiatives in areas of high staff turnover.

The staff turnover rate has continued a downward trend, standing at 13.62%. However there has been an increase in staff turnover in Community Directorate.

**Sickness**

Sickness absence rate has reduced from 4.8% to 4.2%, mainly due to a reduction in cough, colds and ‘flu. The long-term absence rate has reduced significantly.

**Management of Concerns (Whistle Blowing)**

There are 4 current cases:

* Buckinghamshire: Concerns raised through CQC 5th March 2019. Director of Nursing had initial conversation with the individual raising the concerns. Investigation now in progress;
* Buckinghamshire – Amber ward: Concerns raised anonymously on 12th March 2019. Investigation about to commence;
* Connection Support: Investigation completed and recommendations accepted by Executive. The case will remain open until the Directorate provides details of their action plan;
* Forensic: Final investigation report has been presented to Executive. Investigating manager will meet Service and Clinical Directors to further discuss recommendations and action plan. The case will remain open until the Directorate provides details of their action plan;

**HCA Agency Reduction**

A review of the policy to stop using agency HCAs took place in February. It was decided that the policy was successful in reducing agency spend and should continue. However the review showed there should be detailed work to support the 10 units with the highest number of grade swaps.

NHSI agency rule overrides are now being reported against the new directorates and remain at a concerning level.

Recruitment of new bank HCA workers will recommence in April when the back log of existing new starters has been cleared through the Care Certificate. A recruitment plan is being developed for April – June 2019 to recruit HCAs in line with the declared number of places on the PEACE training.

**Health & Wellbeing**

EAP: There is a meeting with Procurement w/c 18th March to discuss next steps.  The aim is to get the EAP out to tender in this financial year.

Schwartz Rounds: It was decided that the Trust would move forward with the Schwartz Rounds on a trial basis.  Following an initial 6 month pilot the Steering Group will look to roll these out across the Trust.

Wellbeing Champions: More Wellbeing Champions are being sought. Two networking events are taking place for the existing Champions with the aim ofsharing best practice, knowledge and recruit champions.

Catering: Estates and Facilities are looking at options for Littlemore and will be keeping Health and Wellbeing posted.

#WE Trailblazers:This NHS England initiative is being driven by H&WB. We have applied as a trail blazer organisation.  The Code of Conduct requires review as the current policy states staff can’t use mobile devices in working hours.

**Recommendation**

To note the report for information.

**Author and Title:**

Simon Denton (Head of HR Operations)

**Lead Executive Director:**

Tim Boylin