

# Report to the Meeting of the

**BOD 44/2018**

(Agenda item: 7)

# Oxford Health NHS Foundation Trust

# Board of Directors

**25 April 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**

This has been published on the Government and Trust websites as required by the regulations.

**Year 2 of the NHS 3 Year Pay Deal**

The 2nd year of the 2018 Terms & Conditions Refresh will be paid to staff in April pay. This year introduces a link between PDR, conduct and performance for some staff. A Pay Progression Policy is being finalised to facilitate this.

The 2018 Terms & Conditions Refresh closed Band 1 to new entrants from the end of 2018. The Trust is currently consulting with all Band 1 staff about moving them to Band 2. In a separate initiative, consultation is currently taking place with Band 2 HCA’s in Community Hospitals about a proposal to re-band their posts to Band 3 with effect from 1st June 2019.

**Annual Leave Trial**

Some teams are consulting with staff about a proposal to trial a change to the annual leave year, to start it from the month of an employee’s birth. Processes have been put in place to consult on the trial and metrics to evaluate the trial have been agreed.

**Investigation Training**

Training sessions for managers undertaking or managing disciplinary investigations have been scheduled for May 2019. Demand for places significantly exceeds the number of spaces available so we will develop plans to offer further training.

**Recruitment**

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

**Nurse Associates**

Engagement events have taken place in Forensic, Community Inpatient and Bucks Mental Health. A Frequently Asked Questions paper about the role of NA’s is being devised by Kate Riddell in partnership with L&D.

The trainees will not receive their PIN until June /July and will therefore work in unqualified roles 3 until PINs are acquired.

**Management of Concerns (Whistle Blowing)**

There are 4 current cases:

* Buckinghamshire: Concerns raised through CQC. Investigation now in progress;
* Buckinghamshire – Amber ward: Concerns raised anonymously. Investigation now in progress;
* Connection Support: Investigation completed and recommendations accepted by Executive. The case will remain open until the Directorate provides details of their action plan. This is currently being worked on;
* Forensic: Final investigation report has been presented to Executive. The case will remain open until the Directorate provides details of their action plan.

**Staff Survey**

Action plans are being developed in each directorate addressing specific issues.

**Agency Reduction**

The CIP plan for 2019/20 is being developed. Main areas of focus are:

* Conclusion of the restructure of the Staffing Solutions team as an enabler
* Reduction in admin and clerical agency use
* Increase in availability of training to enable the bank to increase
* Detailed review and cross functional support for the 10 inpatient units with the highest level of temporary staffing use
* Increase in bank Flexible Workers to reduce nursing agency use, grade swops and overrides including review of progress and strategy
* Converting agency workers to bank
* Reduction in Thornbury use across inpatient units

**Sickness**

Has reduced as the colds / ‘flu season ends. There has been a reduction in long term sickness mainly resulting from staff returning to work or leaving the Trust.

**Turnover**

Unfortunately turnover has increased to 14%.

**Vacancy Rate**

The spike in vacancy rate in Buckinghamshire appears to result from Finance Department making changes to budgets.

**Health & Wellbeing**

The Action Group is consideringPeer Support Progress, Zero Tolerance Policy, Staff Survey Results.

The EAP has not yet gone out to tender due to delays in Procurement.

A “Live Well Stay Well” health promotion is coming to the Whiteleaf on 30th April to give advice and support to staff.  A similar event has been arranged for Oxford.

We did not achieve the CQUIN targets relating to the staff survey on Stress, MSK and HW 1a.  The CQUIN Board recognised the amount of work that has been undertaken.

The project group for staff awards has met twice to consider how this year’s staff awards could be run.   There have been some suggestions of new awards

**Recommendation**

To note the report for information.

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