

# Report to the Meeting of the

**BOD 89/2019**  
(Agenda item: 9)

# Oxford Health NHS Foundation Trust

# Board of Directors

**25 September 2019**

**Human Resources Report**

**For: Information**

This report accompanies the slide pack showing the HR KPIs.

**Management Toolkit**

A good deal of work has been undertaken to organise development sessions for managers and aspiring managers. Zoe Moorhouse (Senior HR Business Partner) has been working closely with services and Learning & Development to get this initiative up and running. We have over 130 nominations from across the Trust for a place on the programme, which will replace the introduction to management course.

The first session took place in Bucks on 12th September. Blythe Robson and Arlene Meredith (HR Managers) developed and delivered the first of two people management sessions which included information for managers on our HR policies and procedures. The session was very well received and the verbal feedback from delegates was positive.

There will be an announcement via the internal bulletin very soon and there will be a page available on OTR which will include resources that can be used by future attendees to help them prior to attending the programme. The intention is to run 3 or 4 cohorts per year with a plan to run them in Oxford and Bucks and consideration being given to how we might support attendees from BaNES & the South West services.

**Cultural Ambassadors**

The Trust is piloting this RCN initiative which is a response to the number of BAME staff entering the disciplinary process.

9 Cultural Ambassadors have attended the 3 day training, provided and funded by the RCN. Several members of senior staff attended part of the training to demonstrate support for the initiative and this was greatly appreciated by the Cultural Ambassadors.

Further discussion with the Cultural Ambassadors has taken place to consider how to implement the initiative into HR processes. There also needs to be communication to managers, staff and union representatives about the role and this will be done on a case-by-case basis.

We will be monitoring and evaluating the initiative on an ongoing basis and will report back in due course.

**Recruitment**

A number of services will be attending an RCN recruitment fair in London during September.

**2019 Flu Vaccinations**

It is hoped vaccinations will take place from the week commencing 7 October 2019. However this is dependent on when the vaccines are made available to the Trust.

For the 2019-20 campaign, Oxford Health’s Occupational Health team has taken on sessional immunisers to support their workload of vaccinating around 6,000 workers. It is anticipated this will mean there will be at least two dedicated sessional immunisers for each area (BSW, Buckinghamshire and Oxfordshire).

The sessional vaccinators will attend clinical teams on request so that immunisation can take place at times and locations most convenient to them.

Trust leaders and key team managers across all disciplines are being contacted by Marie Crofts and Occupational Health to ensure there is a good take up of clinics.

All clinics will be publicised at least a week in advance on the dedicated flu pages on the Trust intranet.

**Staff Survey**

The date on which the survey will open has not yet been determined. However we know that the close date is 29th November 2019. Results will be available early in 2020 but are embargoed until March when they will be available publicly.

The majority of staff will receive the survey via an email sent to them from Picker. We have increased the number of teams who will receive the survey in paper form to encourage more staff to respond to the survey; this worked well in Estates & Facilities last year.

**Recommendation**

To note the report for information.

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