

BOD 43/2020

(Agenda item 07)

# Report to the Meeting of the

# Oxford Health NHS Foundation Trust

# Board of Directors

**July 2020**

**Human Resources Report**

**For: Information**

**HR Activity**

Throughout the past 3 months a significant amount of effort from across the whole HR Department has gone into developing Trust policy and position statements on various issues arising from the pandemic. Additional work has also been undertaken to develop and rollout a risk assessment process.

The department also established a central Absence Team and is reviewing options for this going forward. The Government introduced temporary terms and conditions for NHS employees early in the pandemic and these included amended payments for various types of COVID related absence. There have been significant advantages to centralising the coding of absences during the pandemic.

Unlike many other NHS organisations, most formal HR casework continued during the pandemic. We have introduced variations to processes to enable the use of Microsoft Teams and broadly this has been a positive experience.

**Employee Relations**

There are currently 102 formal employee relations cases.

Since the lockdown the HR Advisory Team has experienced an increase in volume and complexity of enquiries to the general Advisory Team inbox as illustrated below:

**Recruitment – activity has been significant on a number of fronts:-**

**Government Bring Back Staff Scheme**

Launched March 2020 and wound down 26 June. 8 people recruited from 39 contacts.

Approximately 40 ex-staff contacted the Trust directly and were referred straight to their previous line manager/team to be recruited on Flexible contracts.

**Students**

139 Recruited (56 Student Nurses 3rd year Paid Placements, 64 Student Nurses 2/3rd year, 18 Student AHP’s).

**Recruitment Campaign led by Chief Nurse**

745 contacts to the Careers email box following press adverts in Oxford, Buckinghamshire & Wiltshire and general advertising. All were contacted to discuss possible roles. 503 links sent out for roles in the Trust.

On those interviewed 36 rejected to date. 66 closed to date because they failed to engage having applied.

**Honorary Contracts**

41 issued to partner organisations to work in the Trust

**Risk Assessments**

At the time of writing the Screening Tool (first stage of our Risk Assessment process) has been completed by 94.3% of our staff. We are insisting that this tool (a simple online form) will be completed by all staff and a letter from the CEO has been sent to everyone who has not completed it. Line Managers are also working hard to get everyone to do the screening tool. Subsequent steps in the Risk Assessment process involve a structured Risk Assessment meeting with line managers who can call on the Occupational Health team for support.

**Shielding Staff**

HM Govt has announced that people who were shielding due to their own or a household member’s underlying health conditions can be brought back to work *if it is safe to do so.* The Trust has written to all staff who are shielding to engage with them about the issues and risks relating to their potential return to work. In many cases the line managers have also been in touch and plans are being made to bring people back to work. Priority is being given to those staff who cannot do their role or other suitable work from home, such as cleaners, porters, healthcare assistants.

The new Risk Assessment process will be used to ensure staff are only brought back to work if workplace risks can be suitably mitigated. This is a sensitive and complex piece of work as many of the staff who have been shielding are anxious about returning to the workplace. We have a total of around 300 staff who have been shielding, around 90 of whom have not been working.

**Health & Wellbeing  - working in partnership with the Psychosocial Response Group (PSRG) during COVID-19**

* Redeployment & Wellbeing package – support documents, toolkit and manager guides
* Risk Assessment – Staff support document, flowchart which then links into the Redeployment & Wellbeing package
* Working at Home package – support documents, exercises, working from home plan, access to equipment
* Constant review of PSRG documents regarding NHSE staff support documents to ensure consistency of advice and identify gaps
* Health & Wellbeing staff survey and analysis
* EAP good access, legal and immigration has been new reasons for utilizing service this last month
* Trauma support business case is progressing
* Musculo-Skeletal support for staff – limited at present but a wider proposition is being prepared
* Re promotion of availability of Health & Wellbeing offers both internally and nationally. Support being offered to our network of c100 H&W champions

**Key Performance Indicators for June 2020**

Vacancy level is GREEN.

Sickness absence level is GREEN although this excludes all types of Covid related absence including shielding, staff stranded abroad and Covid sickness or convalescence.

Staff Turnover level is GREEN

Agency Spend is RED - June activity levels picked up significantly as will be seen in the Performance reports and agency spend increased to support this increased activity.

**Recommendation**

To note the report for information.

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