

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

BOARD OF DIRECTORS

THURSDAY 24 JULY 2014

Title:	Annual Workforce Report
Responsible Director:	Tim Jones, Executive Director of Delivery
Contact:	Mike Jones, Director of Human Resources Ext: 53610
Purpose:	To provide the Board of Directors with an update of the key issues, activity and progress made in the development of the Workforce during 2013/14
Confidentiality Level and Reason	N/A
Annual Plan ref:	To create a fit for purpose workforce for today and tomorrow
Key Issues Summary	Provides an update for the Board of Directors against the 5 main themes of the Workforce strategy: <ul style="list-style-type: none">• Workforce Planning• Workforce Transformation• Workforce Governance• Workforce Operations• Medical Workforce
Recommendations	The Board of Directors is asked to: <ul style="list-style-type: none">• Accept the 2013/14 Workforce Report• Approve the publication of the Annual Workforce Report
Approved by Tim Jones	Date: 18 July 2014

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THURSDAY 24 JULY 2014

ANNUAL WORKFORCE REPORT

PRESENTED BY THE EXECUTIVE DIRECTOR OF DELIVERY

1. Purpose

The Annual Workforce Report aims to provide the Board of Directors with a review of the progress made during 2013/14 in improving the workforce of UHBFT. The report also includes workforce statistics that meet the Trust's statutory responsibilities under the Equality Act 2010 and is attached as Appendix 1.

2. Report Summary

The report outlines the 4 key themes [detailed below] underpinning UHBFT workforce strategy, progress made in delivering against the themes and the priorities for 2013/14.

2.1 Workforce Transformation – The Transformation Team have been involved in over 35 planned workforce transformation projects over the period 1st April 2013 to 31st March 2014. The main focus of the theme has been support the delivery of a flexible and effective workforce to meet the needs of the Trust.

2.2 Workforce Governance – This year's National Staff Survey results have been extremely good with the trust recording scores in the top 20% of acute trusts nationally in 15 out of 28 factors measured. The trust response rate was also recorded in the top 20% of acute trusts at 60%. The Trust's results place us top of acute trusts in the local health economy and ranked second of the Shelford group of trusts. Work has continued to develop and implement a robust and effective governance and assurance system for workforce management e.g. up-to-date policies and procedures and audits to ensure compliance with legal requirements/policies. Collaboration and engagement with 3rd sector organisations has continued to support the trust's Equality and Diversity Strategy and the Equality Delivery System. Further health and wellbeing initiatives have been implemented to support staff health and wellbeing and staff engagement.

2.3 Workforce Operations – The main focus of the HR operations teams was to further streamline all workforce processes to minimise any delays in transactional times such as reducing processing time for sickness and disciplinary investigations and facilitating managers to resolve workforce issues at source.

Where it has been possible, automated solutions have been adopted in an attempt to further reduce transactional processing times. However an unprecedented level of recruitment has caused the 'Time to Hire' to increase, steps are being taken to minimise these as much as possible. The next phase of the development of the staff portal "Me@QEHB" has been in the planning and development phases with the Electronic Staff File expected in the winter of 2014. The work of the team is also reflected in the excellent performance in sickness absence rate which has fallen from 3.89% to 3.48% which is the lowest rate of absence in the West Midlands.

2.4 Medical Resourcing - The main priority for Medical Resourcing was to continue to embed the UHB Medical Workforce Strategy. Work was completed on reviewing the use of Maintaining High Professional Standards (MHPS) in the light of legal cases and work with other Trusts and a new policy was developed and implemented. In addition a priority was to facilitate the move of JSD work into the Medical Resourcing Team to run parallel systems for recruiting and organising junior doctors and to set up a Locum register.

3. Conclusion

The continued expansion of clinical services has led to another significant increase in our permanent workforce. The workforce has grown by a further 6.4% from 2013 to 2014. Over the two years from March 2012 the workforce has grown by 13.9%.

This together with our regular review of services has presented many challenges and opportunities. It is reassuring that our staff see UHB as an employer of choice, this is indicated in our staff survey results and are amongst the best in the country.

4. Recommendations

The Board of Directors is asked to:

- 4.1 Accept the 2013/14 Workforce Report
- 4.2 Approve the publication of the Annual Workforce Report

Tim Jones
Executive Director of Delivery