

**Clinical Commissioning Group Governing Body  
Paper Summary Sheet  
Date of Meeting: 25 June 2013**

For: PUBLIC session  PRIVATE Session

For: Decision  Discussion  Noting

<b>Agenda Item and title:</b>	<b>GOV/13/06/11 Workforce Report - CSU</b>
<b>Author:</b>	Iona Neeve, HR Business Partner
<b>Lead Director/GP from CCG:</b>	David Noyes, Director of Planning, Performance and Corporate Services
<b>Executive summary:</b>	This report is designed to update the Board on workforce activities for Q1 and provide workforce data. Key activities for Q1 focus on developing and launching appraisal systems, statutory mandatory training and induction.
<b>Evidence in support of arguments:</b>	n/a
<b>Who has been involved/contributed:</b>	Susannah Long, Governance and Risk Manager
<b>Cross Reference to Strategic Objectives:</b>	Crosses all strategic objectives
<b>Engagement and Involvement:</b>	Not direct patient or public involvement Staff side engagement and consultation
<b>Communications Issues:</b>	n/a
<b>Financial Implications:</b>	n/a
<b>Review arrangements:</b>	n/a
<b>Risk Management:</b>	The implementation of statutory and mandatory training across the organisation ensures legal compliance and minimises risk to the organisation and its staff members.
<b>National Policy/ Legislation:</b>	n/a

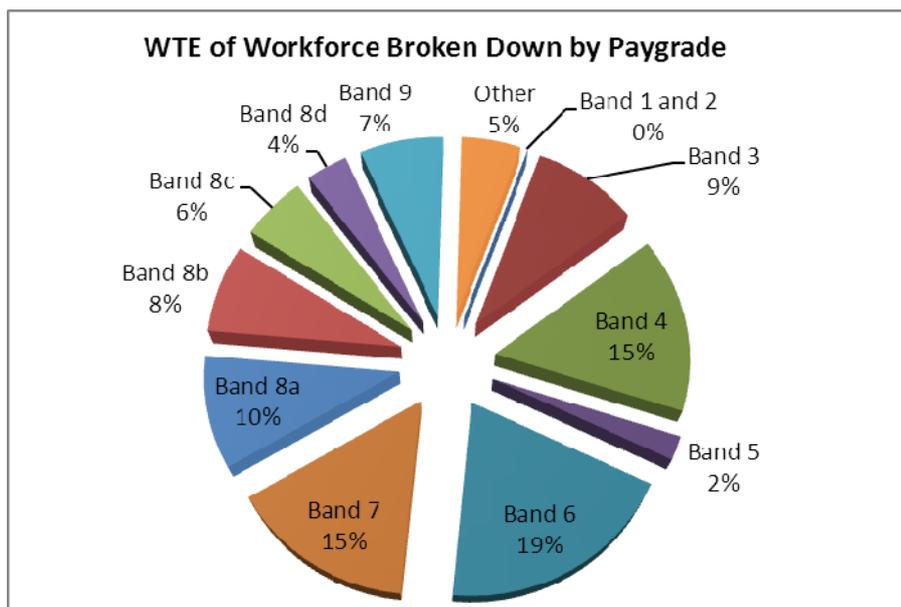
<b>Equality &amp; Diversity:</b>	This report provides a breakdown of Equality and Diversity Data for the organisation in relation to race, disability and gender.
<b>Other External Assessment:</b>	n/a
<b>Next steps:</b>	The Board are asked to review and acknowledge the report

## 1. Introduction

This is the workforce report for Q1 for Wiltshire CCG. The organisation is now fully operational as of 1<sup>st</sup> April and has a fully established Executive Team. In addition to this we have successfully recruited to all major posts within the organisational structure and as a result are near full establishment.

## 2. Workforce Information

The current establishment of Wiltshire CCG as at 31<sup>st</sup> May is 95 employees which equates to 83.81 WTE or 3103.96 contracted hours a week.



<b>Disability</b>	%
No	63.15
Yes	3.15
Not declared	33.68
<b>Gender</b>	%
Female	75.79
Male	24.21
<b>Ethnicity</b>	%
A White British	78.94
C3-White -unspecified	1.05
G-Mixed-Any other mixed background	2.1
Not Stated	17.89

Please note that due to the short time the organisation has been established very limited sickness and turnover data is available so has been excluded from this report.

## 3. Training and Development

### 3.1 Statutory and Mandatory Training

A full learning needs analysis has been completed for the organisation in relation to statutory and mandatory training. The training delivery mechanism is mainly through e-learning although some face to face training will take place at staff induction and is a requirement for some courses. Focus over the next few months is to ensure training is fully up to date for all staff members and a programme to publicise the training is due to commence.

### **3.2 NHS Leadership Academy**

The NHS Leadership Academy is a national NHS organisation responsible for providing opportunities to develop and enhance leadership within the NHS. They have launched four development programmes available for NHS staff to apply for which are fully or heavily subsidised by the Department of Health. The four courses offered vary in terms of their complexity and level of study. The Edward Jenner Programme is aimed at employees entering their first management role to help students develop essential leadership skills and is mainly facilitated through online learning. At the opposite end the Nye Bevan Programme is a two year course leading to a Master Degree and is aimed at deputy director's looking to progress in the near future to their first Board level appointment. Places on each course are limited and any application received is assessed centrally and must be supported by the candidate's current employer. The executive team have identified collectively, individuals that may benefit from these courses and whose attendance would benefit the organisation and the health economy.

In addition to leadership development we are also seeking additional training for professional competencies to support the development of our workforce in core commissioning skills to ensure we have the capability in the organisation to deliver all elements of the commissioning cycle. Details of this will be published shortly.

### **3.3 Appraisals**

A new appraisal system has been developed and is currently being cascaded across the organisation. The appraisal system focuses on ensuring that every member of staff has in place agreed work objectives that are directly aligned to the organisations aim and priorities as identified in the strategic plan. Appraisal will take place annually with each staff member with a mid-point review at the sixth month point. In addition to work objectives each individual will develop in partnership with their manager a personal development plan to ensure they have the skills and competencies to meet the work objectives. Each member of staff will receive written feedback from their Director as part of their annual appraisals.

### **3.4 Induction**

Work is progressing on the development of corporate induction for new starters. This will be a mandatory programme for all new employees joining the CCG. It will cover some statutory and mandatory training requirements, orientation of the organisation including meet and greet sessions with senior staff and an opportunity to promote the organisations Strategic vision and values.

## **4. Policies**

Timetable of development for workforce policies and procedures has been published by Central Southern Commissioning Support Unit which aims to have all HR policies negotiated and ratified by the end of the calendar year. All essential HR policies were ratified and put in place from 1 April 2013 which include:

- Whistleblowing Policy
- Bullying and Harassment Policy
- Appeals Policy
- Disciplinary Policy
- Grievance Policy

- Capability and Poor Performance Policy
- Sickness Absence Policy

All future developed policies will be ratified following negotiation and engagement and staff side facilitated by Central Southern Commissioning support Unit.