

**Clinical Commissioning Group Governing Body
 Paper Summary Sheet
 Date of Meeting: 24 September 2013**

For: PUBLIC session PRIVATE Session

For: Decision Discussion Noting

Agenda Item and title:	GOV/13/09/10 Workforce Report
Author:	Iona Neeve, HR Business Partner
Lead Director/GP from CCG:	David Noyes, Director of Planning, Performance and Corporate Services
Executive summary:	This report is designed to update the Board on workforce activities for Q2 and provide workforce data.
Evidence in support of arguments:	n/a
Who has been involved/contributed:	Susannah Long, Governance and Risk Manager
Cross Reference to Strategic Objectives:	Crosses all strategic objectives
Engagement and Involvement:	Not direct patient or public involvement Staff side engagement and consultation
Communications Issues:	n/a
Financial Implications:	n/a
Review arrangements:	n/a
Risk Management:	The implementation of statutory and mandatory training across the organisation ensures legal compliance and minimises risk to the organisation and its staff members.
National Policy/ Legislation:	n/a

Equality & Diversity:	This report provides a breakdown of Equality and Diversity Data for the organisation in relation to race, disability and gender.
Other External Assessment:	n/a
What specific action re. the paper do you wish the Governing Body to take at the meeting?	The Board are asked to review and acknowledge the report.

1. Introduction

This is the workforce report for Q2 for Wiltshire CCG. Attached to this report is the HR Dashboard outlining key statistical data for the organisation as at 1 September 2013. This paper provides dialogue to support the HR Dashboard and also provides some updates to the Governing Body on current workforce activities within the organisation.

2. Establishment

Wiltshire CCG had seen a rise in employee numbers since April 1st 2013 of 15 WTE and is now nearing full establishment. Robust recruitment checking processes have been put in place to ensure all recruitment activity has financial sign off and Director approval prior to proceeding to advert to control running costs.

3. Appraisals

July and August saw the launch of the new appraisal system across the workforce and this programme will be on going through out September. Currently 26% of staff now have agreed objectives in place. This figure is lower than expected at this stage and could be due to a number of factors such as under reporting and potentially the roll out of the programme falling over the summer months. HR will be working with Directors to help them raise the profile of the appraisal process and improve completion numbers over the coming weeks.

4. Statutory and Mandatory Training

Following the completion of the learning needs analysis for the organisation in June the launch of the e-learning system took place from this date. 60% of the workforce have registered on the e-learning site and have begun their tailored training packages. 24% of staff have now completed their statutory training. Statutory training is classed as training required by law such as fire safety and manual handling. Mandatory training which includes further modules in areas considered mandatory by the NHS, such as safeguarding remains low and no staff members have yet fully completed the mandatory programme. Staff have been instructed to prioritise statutory training in the first instance. Information governance training has a current completion rate of 50% and is improving.

This remains a priority for the organisation and a detailed breakdown of staff that have not commenced and completed their statutory training will be provided to each Director with a target of full compliance by the end of Q3. Directors will be tasked with raising the profile of this across the organisation to ensure their staff are compliant with organisational requirements.

5. NHS Leadership Academy

The NHS Leadership Academy is a national NHS organisation responsible for providing opportunities to develop and enhance leadership within the NHS.

We are delighted to report that 9 employees have been selected nationally through the competitive selection process to participate in the NHS Leadership Academy Courses. This includes, Anna Collins who has been selected to participate in the Nye Bevan Leadership Programme for top leaders which entailed a rigorous selection process across the NHS for limited places. The employees selected by the Leadership Academy come from a variety of grades and departments in the CCG. These nationally funded courses will help the organisation strengthen it leadership capability and capacity across the organisation at all levels.

6. Sickness Absence

Sickness rates across the organisation are very low. Average sickness rates in historic PCT's were recorded at around 2.5%- 3.5%. Wiltshire CCG figures are significantly lower than this which may indicate a potential under-reporting issue. HR managers from CSU will be working with CCG managers to ensure that we embed a culture of sickness reporting going forward.

7. Future activities

7.1 Training

Commissioning skills training for managers is due to commence in the Autumn which is aimed at improving the understanding of the commissioning cycle and core commissioning skills across the organisation. This is being delivered by the CSU and is hoped to be the first of opportunities available to staff.

7.2 OD Plan Review

As NHS Wiltshire CCG continues to evolve, it is important to review our progress against our key strategic plans. To take this forward, in conjunction with the CSU, a short staff survey will be undertaken in the coming weeks to seek staff opinion on how well they feel the current Organisational Development Plan has been implemented, what we need to do better and what we need to do next to ensure that we develop a fit for purpose organisation that can achieve our vision. Result of this survey will be shared with the Governing Body in due course.

Wiltshire CCG
HR Dashboard Report
Cumulative to Quarter 2



Staff Band	FTE	Head count	%
VSM	1.90	2	2.0%
9	6	6	5.60%
8D	3.00	3	2.8%
8C	3.75	4	3.7%
8B	7.43	8	7.5%
8A	9.20	10	9.3%
7	18.15	20	18.7%
6	18.45	21	19.7%
5	1.75	2	2.0%
4	14.43	16	15.0%
3	6.00	6	5.6%
2	0.00	0	0.0%
1	0.00	0	0.0%
Bank	0.00	0	0.0%
Misc	3.42	9	8.4%
Total	93.48	107	1.00

Month	Starters YTD	Turnover YTD
	FTE	FTE
April	4	3
May	6	0
June	3	2
July	6	0
August	2	1
Total	21.00	6.00

Ethnic Origin	Total (HC)	%
White	94	88.0%
Mixed	2	2.0%
Asian	0	0.0%
Black	0	0.0%
Chinese	0	0.0%
Other	2	2.0%
Not Stated	9	8.0%

Full Time (HC)	73
Part Time (HC)	34

Gender (Head Count)	
Male	24
Female	83
Total	107

AgeBand	Total Head Count	%
20 - 29	4	3.7%
30 - 39	20	18.7%
40 - 49	34	31.8%
50 - 59	35	32.7%
60 - 69	14	13.1%
Total	107	

Training	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YTD
Appraisal Objectives Set						27.0%							
Statutory Mandatory Training (Registered)						60.9%							
Statutory Training (Completed)						24.0%							

Mandatory Training (Completed)					0.0%								
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Sickness	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YTD
Monthly (FTE Days Lost %)	2.9%	0.4%	1.4%	0.3%									

Notes

Source : ESR

Headcounts include bank staff, unless otherwise stated.

FTEs exclude bank staff, since bank staff have 0 ftes.

Numbers of jobs are the number of occupied posts, including those posts occupied by bank staff.

Turnover figures are for the preceeding 12 month period;

Apr 2011 - Mar 2012

Sickness figures are for the preceeding 12 month period;

March 2011 - February 2012

Appraisal data looks at those staff who have been in post for at least a year, and have an Active Status.i.e.Long Term Sick excluded