



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Safer Staffing Six Monthly Review
Agenda ref. no:	17-18-31a
Report to (meeting):	Board of Directors
Action required:	Discussion and Approval
Date of meeting:	19/07/2017
Presented by:	Avril Devaney, Director of Nursing, Therapies and Patient Partnership

Which strategic objectives this report provides information about:	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	No
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	No
Improve quality of information to improve service delivery, evaluation and planning	Yes
Sustain financial viability and deliver value for money	Yes
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
Which CQC quality of service domains this report reflects:	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
Which Monitor quality governance framework/ well-led domains this report reflects:	
Strategy	Yes
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
Does this report provide any information to update any current strategic risks? If so, which?	
See current risk register in the agenda of the public meeting of the Board of Directors at http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings	No
N/A	
Does this report indicate any new strategic risks? If so, describe and indicate risk score:	
See current integrated governance strategy: CWP policies – policy code FR1	No
N/A	

REPORT BRIEFING

Situation – a concise statement of the purpose of this report
This report has been produced to provide Board members with details of the findings of the Safer Staffing six month review, covering November 2016 to April 2017, in line with NHS England and the National Quality Board [NQB] requirements. The information in this report is based on meetings with staff members, safer staffing group meetings, desk top review, and analysis of data.

Background – contextual and background information pertinent to the situation/ purpose of the report

In January 2014, the Operational Board and Board of Directors received and approved a paper setting out the Trust's current position in relation to ward staffing, vacancies, skill mix and areas for improvement following a comprehensive review led, on behalf of the Board, by the Associate Director of Nursing & Therapies (MH). Since the initial review there have been six, six monthly follow up reviews (including this one). Additionally, monthly reports have been provided to the Board of Directors from June 2014 onwards. In order to comply with NHS England and NQB requirements these reports and the Trust's performance are also published on CWP and NHS Choices websites.

Assessment – analysis and considerations of options and risks

The report details findings from actions agreed at the Operational and Trust Boards in January 2017 in relation to:

- Ward reviews, Hurst National Pilot and Benchmarking
- Impact on breaks
- Follow up actions relating to deep dive and e-roster update
- Widening the consideration of MDT in relation to Safer Staffing (OT update)
- Conclusion and Recommendations

One of the key areas of focus of the review has been on quality and quality benchmarking. As per the previous six monthly review, the general consensus from ward managers and clinical service managers is that the staffing establishment is fit for purpose to provide high quality care. It is recognised that contingency planning is required specifically for Adelphi and Greenways which is described further within the report.

Further exploration is required for CAMHS wards which will be undertaken in the next six monthly reviews.

Recommendation – what action/ recommendation is needed, what needs to happen and by when?

The Board of Directors is asked to **approve** the recommendations and approach to future work streams as set out in appendix 1: "Six Monthly Safer Staffing Review"

Who/ which group has approved this report for receipt at the above meeting?

Avril Devaney

Contributing authors:

Gary Flockhart and Anne Casey

Distribution to other people/ groups/ meetings:

Version	Name/ group/ meeting	Date issued
1		
2	Operational Board	July 2017

Appendices provided for reference and to give supporting/ contextual information:

Appendix no.	Appendix title
1	Safer Staffing Six Monthly Review
2	Ward fill rates October 2016 to May 2017