



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

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| <b>Report subject:</b>      | Safer Staffing Six Monthly Review                                     |
| <b>Agenda ref. no:</b>      | 17.18.98  |
| <b>Report to (meeting):</b> | Board of Directors  |
| <b>Action required:</b>     | Discussion and Approval   |
| <b>Date of meeting:</b>     | 31/01/2018  |
| <b>Presented by:</b>        | Avril Devaney, Director of Nursing, Therapies and Patient Partnership |

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| <b>Which strategic objectives this report provides information about:</b>  |     |
| 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 |
| <b>Which CQC quality of service domains this report reflects:</b>  |     |
| Safe services  | Yes |
| Effective services   | Yes |
| Caring services  | Yes |
| Well-led services  | Yes |
| Services that are responsive to people's needs   | Yes |
| <b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>  |     |
| Strategy   | Yes |
| Capability and culture   | Yes |
| Process and structures   | Yes |
| Measurement  | Yes |
| <b>Does this report provide any information to update any current strategic risks? If so, which?</b>   |     |
| See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a> | No  |
| N/A  |     |
| <b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>   |     |
| See current integrated governance strategy: CWP policies – policy code FR1   | No  |
| N/A  |     |

**REPORT BRIEFING**

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| <b>Situation – a concise statement of the purpose of this report</b>   |
| This report has been produced to provide Board members with details of the findings of the Safer Staffing six month review, covering May 2017 to October 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 seven, 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 July 2017 in relation to:

- Care Hours Per Patient Day
- Ward reviews and Hurst National Pilot
- Follow up actions relating to deep dive and e-roster update
- Widening the consideration of Multi-Disciplinary Team in relation to Safer Staffing (Occupational Therapy and Pharmacy update)
- Children and Adolescent Mental Health (CAMHS) wards structured review

One of the key areas of focus of the review has been on quality and quality benchmarking. As per previous six monthly reviews, the general consensus from ward managers and clinical service managers is that the staffing establishment is fit for purpose to provide high quality care.

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

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

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| <b>Who/ which group has approved this report for receipt at the above meeting?</b> | Avril Devaney |
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| <b>Contributing authors:</b> | Gary Flockhart and Anne Casey |
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| <b>Distribution to other people/ groups/ meetings:</b> |                           |                           |
|--|---------------------------|---------------------------|
| Version  | Name/ group/ meeting      | Date issued               |
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**Appendices provided for reference and to give supporting/ contextual information:**

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