



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

Report subject:	Safer Staffing Six Monthly Review
Agenda ref. no:	18.19.34
Report to (meeting):	Board of Directors
Action required:	Discussion and Approval
Date of meeting:	25/07/2018
Presented by:	Avril Devaney

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 2017 – April 2018, 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 eight, 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 safer staffing review considers findings outlined in the following areas:

- Processes and Procedures (planned staffing verses actual staffing, E-rostering, Temporary Staffing and Unify data)
- Evidence based tools (Dashboards, Care hours per patient day (CHPPD) and In-patient quality audit tool)
- Leadership (Recruitment and retention and Supervision)
- Multi- disciplinary team (MDT) (Role and responsibilities)
- Time factors (Training and Environmental)
- Openness and transparency including Escalating Concerns
- Future planning
- Summative findings (right staff, right skills and right place and time)

The presiding theme is that we have the right clinical staff and maintain ward establishments for the delivery of safe care; however as clinical services change and develop further work is required to review the ward skill mix in particular in relation to the use of clinical roles across the MDT and physical health needs.

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"

Who/ which group has approved this report for receipt at the above meeting?		Avril Devaney
Contributing authors:		Gary Flockhart and Marjorie Gould
Distribution to other people/ groups/ meetings:		
Version	Name/ group/ meeting	Date issued
1	Operational Board	18.07.2018

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

Appendix no.	Appendix title
1	Safer Staffing Six Monthly Review