

Meeting title:	Trust Board (Public)	Trust Board Paper M				
Date of the meeting:	12 th September 2024					
Title:	Agency Reduction and Compliance					
Report presented by:	Clare Teeney, Chief People Officer					
Report written by:	Charlotte Whyman, Head of Recruitment & Resourcing					
Action – this paper is for:	Decision/Approval		Assurance	x	Update	x
Where this report has been discussed previously						

To your knowledge, does the report provide assurance or mitigate any significant risks? If yes, please detail which

This paper aligns to BAF risk 07A-FIC failure to deliver the 2023/24 financial plan, BAF risk 07b relating to financial sustainability and BAF Risk '10-PCC - Insufficient workforce capacity, capability and lacking diversity' by providing assurance on controls and governance around our temporary staffing workforce together with an agency reduction programme which aligns to substantive recruitment.

Impact assessment

This report demonstrates how the agency reduction and compliance programme has a direct impact on workforce staffing, finance and patient care. Increasing our substantive workforce, decreasing our reliance on agency workers impacts positively on our workforce, consistency and quality of care and finances.

Acronyms used:

AHP – Allied Health Professional
KPI – Key Performance Indicator
NHSE – NHS England
ST&T – Scientific, Therapeutic and Technical

Purpose of the Report

This report seeks to provide the Trust Board on the UHL agency activity relating to:

- Our current compliance against the NHSE agency rules
- Our current agency use across staff groups
- Our financial performance by CMG and staff group

Recommendation

Trust Board are asked to note the content of the report in terms of levels of compliance against the NHSE Agency Rules and receive assurance on the governance and oversight of agency usage and correlated spend.

Main report details

Agency Compliance

We continue to perform well against the NHSE Agency Rules. The % of agency spend is tracking at 1.10% of our total pay bill in month 4.

The off framework supply of a Locum Consultant Oncologist commenced on 27th July and is anticipated to continue until the return of the substantive postholder (current position is for a further 3 months). The CMG were also successful in recruiting to 2 Locum Consultant Oncologists who will commence on 16th September.

Agency Rules	Current Position	Actions to improve compliancy
Agency spend 3.2% of total pay spend	Month 4 spend – 1.10% of total pay spend	Compliant
Use framework suppliers	1 off framework agency worker commenced at the end of month 4	Exit plans in place
Procure all agency staff at or below the price caps (calculated at 55% above basic substantive pay rates for ALL staff);	<ol style="list-style-type: none">1. All Medical Agency (driven by wider supply/market issues)2. Radiology, Pharmacy, Sonography, HCS3. Nursing – Children's, ED & Theatres	Action 1: work continues via EMAP both regionally and locally to move towards collaboratively implement rate reviews to move towards price cap compliance across all staff groups by and to have an agreed EMAP rate card for implementation on 01.04.25 Action 2: centralisation of local bank into a temporary staffing office to identify opportunities to transition activity – anticipated to be fully implemented by Q2 2025
Agency & bank shifts at £100 an hour or more and above price cap must be signed off by the chief executive		Compliant but we will carry out an assessment of price cap activity
Agency shift below £100 and/or 50% above the published price cap rate, signed off by an executive director.		Compliant
Remove non-clinical agency	Special Projects exemptions	Three estates project managers required for Capital projects – extension request via Special Projects exemption.

Agency Use

Our current agency usage across staff groups and CMG's is shown below (as at 01 Sept – this includes all current active agency workers and agency workers with future bookings into September and October):

Staff Group	CMG	Role	Area	Number of agency workers
Nursing & Midwifery	ITAPS	Registered Nurse	Theatres	5
		Registered Nurse (Childrens)	A&E Paeds	6
		Registered Nurse (Childrens)	Childrens Hospital	18
Total				29
Medical & Dental	ESM	Consultant	Dermatology/General Medicine	2
		Higher Specialist	General Medicine	1
		Higher Specialist	Gastroenterology	2
	CHUGGS	Consultant	Oncology	1*
		Higher Specialist	Gastroenterology	2
	MSS	Core Trainee	MaxFax/ENT	1
		Higher Specialist	MaxFax/ENT	2
FY2		Orthopaedic Medicine	1	
Total				12
AHP/ST&T	ITAPS	ODP	Theatres	27
	CSI	Biomedical Scientists	Microbiology	2
		Biomedical Scientist	Mortuary	1
		Occupational Therapist	Medicine	4
		Pathologist	Mortuary	1
		Pharmacists	Pharmacy	10
		Physiotherapist	MSK	8
		Radiographer	Plain Film	1
		Sonographer	Ultrasound	9
		Speech & language Therapist	SALT	1
	RRCV	Healthcare Scientist	Cardiac/Respiratory	4
		Biomedical Scientist	Respiratory Cardiac	1
Total				69
Admin & Estates	Estates & Facilities	Security Officer	ED	18
		Project Manager	Capital Projects	3
Total				21
Grand Total				131

Agency usage within Medical and AHP/ST&T is categorised as long line bookings and these are kept under regular review within the relevant CMG with oversight from the Associate MD and Chief AHP.

Within the AHP staff group the utilisation is for roles which are in national short supply/hard to fill and have all are assessed in terms of ongoing clinical need and to support additional capacity which has been required.

Within Nursing, the agency usage is within the specialist areas such as Chemo, Paeds/Children’s and Theatres. These areas are currently actively recruiting into substantive roles. All are reviewed in terms of clinical need.

Within Admin & Estates, the directorate is working towards utilisation of bank and recruitment into substantive roles. The admin usage is for the special projects (classed as capital) and are long term bookings.

All current active agency workers with future bookings are reviewed weekly.

The professional leads are also reviewing all long standing agency workers to determine exit plans.

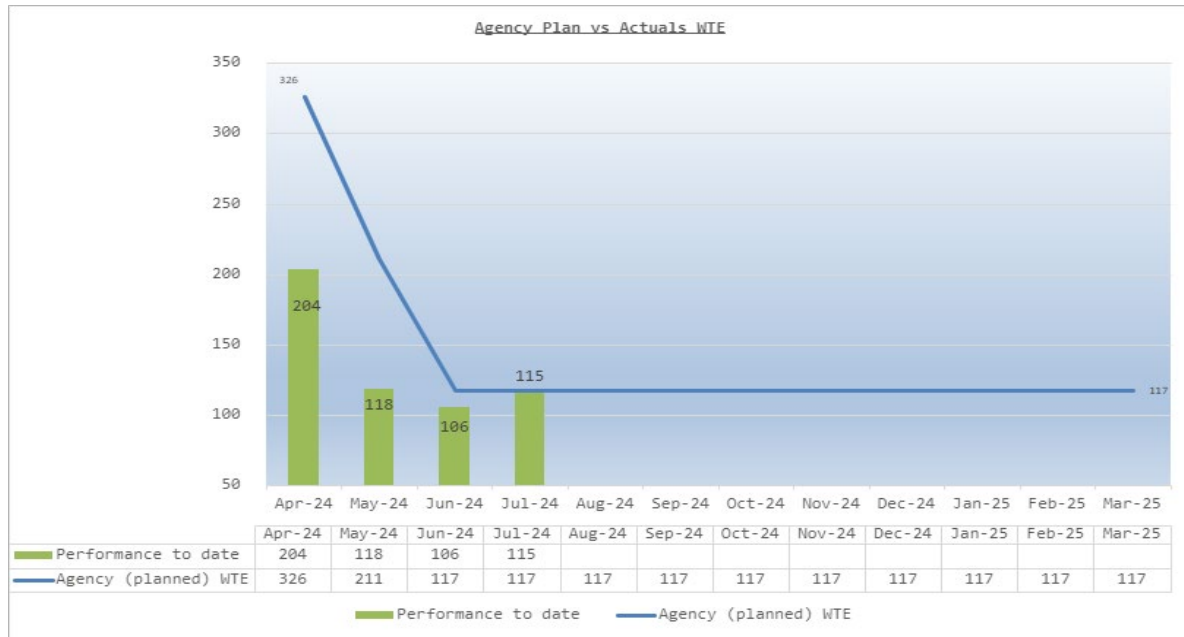
Agency Spend

As referenced above the Trust has continued to perform well against the national KPI specifying the % of the pay bill spent on agency. An overview of performance for this financial year is shown below:



The overall plan vs actual agency pay position for 2024 / 25 remains below the plan and in month 4 our agency usage was 2wte below plan, sitting at an actual use of 115wte against the plan of 117wte in July. Agency spend across nursing and non clinical reduced in month 4, with Medical & Dental and other clinical staff groups seeing a slight increase, but overall the spend decreased in month 4.

Staff Group	Sum of April £ Actuals	Sum of May £ Actuals	Sum of June £ Actuals	Sum of July £ Actuals
Medical & Dental	-436	-385	-316	-326
Nurse, Midwif & H/Visit Staff	-1,183	-244	-475	-318
Other Clinical	-211	-178	-159	-168
Non Clinical	30	-87	-146	-142
Grand Total	-1,801	-894	-1,097	-954



An overview of the CMG/Directorate position is shown below for months 1 – 4 (24/25). The overall spend in the clinical CMG's has decreased significantly from April and demonstrates a month by month reduction overall. ESM continues to show a significant reduction from month 1. Estates & Facilities also shows a significant reduction in spend from month 3 to month 4.

L2 CC Desc	L3 CC Desc (CMG)	Values			
		Sum of April £ Actuals	Sum of May £ Actuals	Sum of June £ Actuals	Sum of July £ Actual
Clinical Cmg'S	C.H.U.G.G.S	309,403.81	81,440.24	96,949.94	134,546.21
	Clinical Support & Imaging	182,308.04	194,907.64	168,039.39	219,536.85
	Emergency & Specialist Med	694,326.22	245,171.27	165,067.02	144,902.43
	I.T.A.P.S	156,645.64	190,575.55	137,600.35	177,008.89
	Musculo & Specialist Surgery	181,527.54	106,575.43	150,087.55	185,170.09
	Renal, Respiratory & Cardiac	73,259.05	16,000.91	49,708.11	92,691.99
	Womens & Childrens	259,347.72	98,458.39	153,447.99	109,130.34
	Clinical Cmg'S Total		1,856,818.02	933,129.43	920,900.35
Corporate	Communications & Ext Relations				
	Corporate & Legal				
	Corporate Medical				
	Corporate Reserves				
	Estates & Facilities	16,528.04	4,587.81	175,298.53	79,761.86
	Finance & Procurement	417.69	417.69	417.69	-
	Im&T	22,964.10	26,006.62	417.29	3,301.50
	Nursing	16,691.82	7,996.43		
	Operations	-	-	-	-
	People'S Services				
	Strategic Devt				
Corporate Total		55,766.27	39,008.55	175,298.93	76,460.36
Grand Total		1,801,051.75	894,120.88	1,096,199.28	954,063.18

Summary

Agency usage and spend across all staff groups continues to reduce in this financial year. However, the gap between the planned position and the actual has decreased in month 4 and remains quite tight, so the focus on reduction of agency needs to continue to remain close to or exceeding the planned position. The Temporary Staffing Oversight Group continues to meet on a fortnightly basis and actions/updates and escalations reported into the Strategic Workforce Oversight Group into FIC.

Continued compliance with NHSE Agency rules remains a priority and oversight of this will continue with the arrangements in place.