

<b>Purpose</b>	This report summarises the assurances received, approvals and decisions made by the Workforce and OD Committee.
<b>Report to:</b>	Trust Board
<b>Title of report:</b>	Workforce and OD Committee Assurance Report to Board
<b>Date of meeting:</b>	8/3/16
<b>Status:</b>	For Discussion/Upward Reporting
<b>Chairperson:</b>	Kate Truscott (Non-Executive Director)
<b>Author:</b>	Richard Watson (Assistant Director HR)
<b>Background</b>	This assurance committee meets bi monthly and takes scheduled reports from all Trust operational committees with a Workforce and OD brief according to an established work programme.
<b>Business undertaken</b>	<b>1. Review of TOR</b>
	The Committee reviewed existing ToR, agreed to remain as current and valid. Discussion regarding role and function of Committee highlighted. All committees under review.
	<b>2. Apprenticeships</b>
	The Committee were assured that plans are in place to deliver apprenticeship targets along with identification of risk and cost to the Trust. The Committee were assured that ongoing and future work will incorporate Apprentices and work of the Talent Academy into Trust and County wide workforce and delivery of these programmes with and through LETC support. The Committee highlighted the need for organisational accountability and requirement for investment in apprentices and target numbers to be achieved through operational service and workforce plans.
	<b>3. Equality, Diversity and Inclusion</b>
	The Committee received limited assurance regarding progress to date and the publication of core compliance and contractual standards in relation to E&D data. Whilst available, urgent work was underway to ensure concise and visible publication. The committee received an overview of the breadth and depth of the E&D agenda and requirements for action plans to be developed not only in respect of staffing but in relation to provision and access of services by patients from the 9 protected characteristic groups, and how this work is to become embedded within the Trust. The committee received assurance that a draft 3 stage strategy was developed and wish to receive a further update at the May meeting, along with standing item updates.
	<b>4. Sickness absence</b>
The Committee received assurance that appropriate resources are made available to effectively support the number of staff off work, although noted a reduction in HR advisor support with recruitment underway. The Committee received assurance that alongside the People Strategy, the policy and framework for managing employee attendance was under review including the re-introduction of Bradford scores as a trigger.	
<b>5. Attendance at meeting</b>	

	<p>The Committee expressed continued disappointment at the lack of attendance particularly from Operations at this meeting.</p> <p>The Committee are not assured that the issues this Committee deals with are being taken seriously.</p> <p>It was noted that progress had been made to secure a nominated attendee from the medical workforce.</p> <p>They expressed a view that in future, nominated Committee members will attend.</p>
	<p><b>6. People Strategy</b></p> <p>The Committee expressed their support of the draft People Strategy following amendments to the context and that it would be subject to final ratification.</p> <p>The Committee received information and expressed views to incorporate into the strategy work that was underway across the LETC, with 5 key priorities across all providers being led through a programme board to deliver against;</p> <ul style="list-style-type: none"> <li>• Talent Academy</li> <li>• Attraction Strategy</li> <li>• Workforce Supply and demand</li> <li>• Strategic Workforce Planning</li> <li>• Culture and OD plans</li> </ul> <p><b>7. Health &amp; Wellbeing</b></p> <p>The Committee reviewed the draft Health &amp; Wellbeing Strategy and identified a number of recommendations to identify key performance indicators, links with the wider People Strategy, focus on Mind, Body and Soul, and to incorporate engagement work with the wider workforce.</p> <p>The Committee expressed their support of the draft Strategy subject to amendments for presentation at the next meeting.</p> <p><b>8. E - Roster</b></p> <p>The Committee received a presentation and update regarding the extent of work and functionality that is within the current rostering function.</p> <p>The committee were assured of the capability and capacity of the team to support the organisation with the workforce staffing agenda.</p> <p>The committee were updated on a number of operational challenges and ongoing progress to improve these along with benefits realised to staffing, patients and finance.</p>
<p><b>Issues to escalate to Board</b></p>	<ol style="list-style-type: none"> <li>1. Apprentice Levy – Impact to be raised with Operations, £1.1m cost, requirement for c180 apprentices to be built within workforce plans.</li> <li>2. Operational Attendance – committee assurance concerns workforce as employed within the Operational structure including operational risks, yet limited representation. Committee to formally escalate to Trust Executive.</li> <li>3. Equality &amp; Diversity Whilst some workforce data and specific duties regarding publication have been met, gaps exist to fully embed Equality and Diversity into Business as Usual, particularly regarding patients from within the 9 protected characteristics to be “fairing well” when accessing Trust services.</li> </ol>

<b>Challenges and exceptions</b>	
<b>Future exceptional items</b>	

**Attendance date: 8/3/16**

*Present:*

*Kate Truscott*

*Ian Warren*

*Liz Ball*

*Helen Nicholson*

*Karen Taylor*

*Kyri Kyriacou*

*Tim Couchman*

*Jody Richmond*

*Richard Watson*

*Claire Flavell (part meeting)*

*Ian Waddie (part meeting)*

*In Attendance:*

*Angela Leggett*