

<b>Report to:</b>	Trust Board
<b>Title of report:</b>	Workforce & OD Committee Report to Board
<b>Date of meeting:</b>	24 January 2017
<b>Status:</b>	For Discussion
<b>Chairperson:</b>	Kate Truscott, Non Executive Director
<b>Author:</b>	Martin Rayson, Director of HR & OD

<b>Purpose</b>	This report summarises the assurances received, approvals and decisions made by the Workforce & OD Committee (WOD).
<b>Background</b>	<p>This assurance committee meets bi-monthly and seeks to assure itself around the two main workforce risks:</p> <p>Failure to sustain adequate workforce Failure to sustain engaged workforce</p> <p>The Committee have agreed an assurance framework to support management of those risks. Papers presented to the Committee will reflect the elements of the framework.</p>
	<p><b>Matters Arising</b></p> <p>There was an outstanding action to provide a report and assurance around the Sickness Absence Policy. Given the time that had passed since the request was made, clarification was sought on the request. WOD confirmed that they wanted assurance in the following areas:</p> <ul style="list-style-type: none"> <li>• Data quality (the data presented was accurate)</li> <li>• The policy reflected best practice</li> <li>• The policy was consistently applied</li> <li>• What impact was this having</li> </ul> <p>A paper would be presented to the March meeting.</p>
	<p><b>Terms of Reference</b></p> <p>A new set of terms of reference were presented, following a workshop held in November. The terms reflected the assurance role agreed. It was agreed to make reference to the need for WOD to assure itself that the culture of the Trust reflected the organisational values.</p>
	<p><b>International Nurse Recruitment</b></p> <p>WOD reviewed a report outlining the latest position around international recruitment. This report followed a discussion at FSID where concerns</p>

	<p>were raised about the extent to which the current exercise to recruit nurses from the Philippines was being effectively contract-managed and was delivering value for money.</p> <p>The Committee recognised the challenges being faced in landing the significant number of nurses who had been offered positions and understood that this was not a scenario unique to ULHT.</p> <p>The Committee were not assured that the value for money position was understood. They were pleased that the position was being reviewed by the Executive and the Director of HR and OD was doing this with colleagues from procurement.</p> <p>The Committee were also pleased that future participation in international recruitment was being reviewed as part of a refreshed approach to nurse recruitment. They were not assured that the options on the future for international recruitment set out in the paper were sufficiently well-developed to enable robust decision making.</p> <p>WOD asked for a paper on nurse recruitment at its March meeting, to include an update on international recruitment and the outcome of the review by the Executive.</p>
	<p><b>Developing The People Strategy</b></p> <p>WOD welcomed the development of the Strategy, as a means to give them assurance around their two key risks. They sought additional assurance that the People Strategy would reflect issues arising from the CQC inspection and that there would be capacity to deliver what was an extensive work programme.</p> <p>WOD were satisfied that they would receive that assurance through:</p> <ul style="list-style-type: none"> <li>- Sight of the final version of the Strategy at the March meeting</li> <li>- Sight of a work programme which would outline the work that could be delivered in years 1 and 2 (also at the March meeting)</li> <li>- On-going exception and PI reporting to the Committee, through which progress could be monitored.</li> </ul>
	<p><b>Workforce Planning</b></p> <p>WOD received an update on workforce planning for 2017/18, as part of business planning. The Committee were not assured that this was receiving sufficient attention among business units to ensure robust plans would be in place for the start of the new financial year.</p>
	<p><b>GMC Education Quality Assurance Inspection</b></p> <p>Whilst WOD were pleased with the assurance the inspection report itself provided, the Committee wanted additional assurance that the actions</p>

	identified were being delivered. It was agreed to bring a further report to the July meeting.
	<p><b>Overall Workforce Report – December</b></p> <p>Having reviewed the overall report and the PIs within it, the Committee asked for additional assurance on the following:</p> <ul style="list-style-type: none"> <li>- The action being taken to ensure appraisal rates, which had been below 70% for three years, reach the target</li> <li>- The action being taken to address the short-comings in job planning.</li> </ul>
	<p><b>Report on Risk Management</b></p> <p>WOD were assured that there was a process in place for reviewing the Corporate Risk Register, both the entries which were now quite old and the risk scores allocated.</p>
<b>Risks to refer to risk register</b>	No additional risks highlighted.
<b>Key decisions taken</b>	Revised terms of reference for the Committee were agreed
<b>Issues to escalate to Board</b>	<p>1). Need to finalise value for money review around international recruitment</p> <p>2). Progress on workforce planning</p> <p>3). Progress on job-planning</p>
<b>Challenges and exceptions</b>	
<b>Future exceptional items</b>	

**Attendance**

***Voting members***

Kate Truscott – Non Executive  
 Sarah Dunnett – Non Executive  
 Gill Ponder – Non Executive  
 Martin Rayson – Director HR & OD  
 Debrah Bates – Deputy Chief Nurse

***Non Voting members***

Steve McGowan – Deputy Director of HR

Helen Nicholson – Head of Transformational Change

Elaine Stasiak – Head of Workforce Intelligence

Michael Woods – Interim Director of Operations

Jayne Warner – Company Secretary

***In attendance***

Karen Sleigh – Head of 2021 Change Programme