

<b>Report to:</b>	Trust Board
<b>Title of report:</b>	Workforce and OD Committee Assurance Report to Board
<b>Date of meeting:</b>	30 <sup>th</sup> May 2018
<b>Chairperson:</b>	Geoff Hayward, Non-Executive Director
<b>Author:</b>	Geoff Hayward, Non Executive Director

<b>Purpose</b>	<p>This report summarises the assurances received and key decisions made by the Workforce and OD Assurance Committee. The report details the strategic risks considered by the Committee on behalf of the Board and any matters for escalation for the Board to respond.</p> <p>This assurance committee meets bi monthly and takes scheduled reports according to an established work programme.</p>
<b>Assurances received by the Committee</b>	<p><b>Assurance in regard to the development of recruitment processes</b>  <b>SO Ref: SO4.4.1</b>  <b>Source of Assurance:</b> The Committee were assured that the TRAC System has been introduced, and is expected to improve the recruitment processes, and would enable time scales in the process to be measured. It's progress will be monitored.          Additionally the department structure has been reorganised and refocused on supporting the recruitment activity, which should bring additional benefits.</p> <p><b>Actions requested by the Committee:</b>          An update on the initial findings of the timescales in the total recruitment pathway to assess any further areas for streamlining</p> <p><b>Assurance that plans are in place to address the workforce challenges of the Trust</b>  <b>SO Ref: SO4.4.1</b>          1) Assured that there is a process, and a number of work streams to produce a workforce plan, but Not Assured that the plan is being finalised at pace to give the workforce team a clear brief as to the numbers &amp; skills required for the plan.  <b>Actions requested by Committee:</b>          The Committee seeks assurance that this work is being completed at pace, so that the required actions can be progressed quickly to provide the expected benefits to ULHT.          In addition, the Committee needed more data on new roles and revised skill mixes that would be required so that the support work could be put in place.</p> <p>2) Agreed the need to improve the ULH "Brand Image &amp; Offer" to future applicants, this is planned to be launched at the end of July 2018</p> <p>3) Staff Retention – Training &amp; Development :-          Assured that the Leadership Development offer is strong, but without Executive support to release staff for training it will be ineffective.          Not Assured that it will be effective on the current evidence of staff</p>

	<p>availability to be released for training.</p> <p><b>Action requested by the Committee :-</b> Assurance that staff release will be facilitated.</p>
<p><b>Issues where assurance remains outstanding for escalation to the Board</b></p>	<p><b>Lack of assurance regarding engagement with the work of the committee.</b> SO Ref: SO4.4.1/S05.5.1 The Committee was very concerned by the continued poor attendance by senior representatives of the Directorates. Also on trying to clarify Roles &amp; Responsibilities of the members, a number of Directorates with responsibility for large numbers of the workforce are not represented at the committee, and therefore future assurances can only be partial, or to specific areas of the total workforce. <b>Source of assurance:</b> discussion at the meeting <b>Actions requested by Committee:</b> The Chief Executive is requested to that there is a correct and greater representation at future meetings, to enable the committee to fulfil it's role.</p>
	<p><b>Lack of assurance in respect of staff engagement</b> SO Ref: SO5.5.1 <b>Source of assurance:</b> There is no consistent evidence of improvement in the engagement levels currently, though actions are taking place to encourage an improvement.  <b>Actions requested by the Committee:</b> 1)The actions identified from the Staff Survey need to be promoted by the Board, embedded in day to day duties, and reviewed regularly during performance reviews to promote improvement. 2) The local Pulse Checks have been reduced in number and positioned between the National Staff Surveys as a way of checking progress and providing an interim assurance to the Board, and will be reported back in due course.</p>
	<p><b>Lack of assurance regarding the risk process</b> SO4.4.1/S05.5.1 <b>Source of assurance:</b> A number of members of the committee have met to review the Strategic Risks that should be included in the new BAF relating to workforce. These were further reviewed at the meeting and unanimously agreed as the ones to take forward. These 4 have been passed to the company secretary for inclusion in the new format BAF. It is now necessary for the risks within the Corporate Risk Register to be aligned with these 4 to enable a full review of the risks and the approval of the BAF / Risk Register, and enable the control against these, and any deep dives required to be initiated. <b>Actions requested by the Committee:</b> Support for the team to be able to complete the BAF / Risk Register at pace.</p>

	<p>Committee members have been challenged to identify the KPI's that they feel would align with the new Baf Risks to enable triangulation to be made and enable the correct evidence to support future Board Assurances that mitigations are being effective. M Rayson is coordinating the responses, to present a final summary for approval by the committee.</p>
<b>Committee Review of corporate risk register</b>	<p><b>Decision made on new corporate risks escalated to Committee.</b> No additional risks were reported to the committee.</p> <p><b>Decision made on proposed risks for removal from the corporate risk register</b>  None</p>
<b>Actions</b>	<p><b>Actions requested by the Committee:</b></p> <ol style="list-style-type: none"> <li>1. Request the adoption of the 4 new BAF Risks Strategic Risks, and the coordination of Corporate risks to them at pace, so that the full review can be completed.</li> <li>2. Assistance in improving appropriate attendance at the meeting.</li> <li>3. The support for release of staff for training.</li> <li>4. The progressing of Staff Survey items as part of the day to day work of Directorates.</li> <li>5. The completion of the Workforce plan at pace to enable the appropriate recruitment / training plans to be put in place.</li> </ol>
<b>Committee position on assurance of strategic risk areas that align to committee</b>	No further assurances were sought around strategic risks
<b>Areas identified to visit in ward walk rounds</b>	No further areas identified.

**Attendance Summary for rolling 12 month period**

<b>Voting Members</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>
Geoff Hayward (Chair)	No Meeting		X	No Meeting	X
Kate Truscott (Chair)		X			
Sarah Dunnett		X	X		A
Mala Rao		A	X		
Alan Lockwood					X
Martin Rayson		X	X		X
Matthew Dolling		A	X		A
Debrah Bates		X	X		A