

Report to:	Trust Board
Title of report:	Workforce, OD and Transformation Committee Assurance Report to Board
Date of meeting:	15th January 2019
Chairperson:	Geoff Hayward, Non-Executive Director
Author:	Jayne Warner, Trust Secretary

Purpose	<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.</p> <p>This assurance committee meets bi monthly and takes scheduled reports according to an established work programme.</p>
Assurances received by the Committee	<p>Lack of Assurance in regard to Workforce Skills and Numbers SO Ref: SO3a</p> <p>Source of Assurance: The Committee had been asked by the Trust Board to provide assurance on workforce issues relating to service areas identified as fragile in a paper present to Board</p> <p>Actions requested by the Committee: It was agreed that the Committee would receive a report detailing specifically the progress in terms of clinical vacancies which often created the fragility in a service. The Committee noted that service areas should be taking the lead in developing alternative workforce plans for those at risk areas.</p>
	<p>Lack of Assurance in regard to Workforce Skills and Numbers SO Ref: SO3a</p> <p>Source of Assurance: The Committee received the Workforce Report. The Committee noted that vacancy rates had risen again in December resulting in increased agency costs. The Committee noted the launch of a new exit questionnaire.</p> <p>Actions requested by the Committee: It was agreed that a further report would be brought before the Committee in 6 months.</p>
	<p>Lack of Assurance in regard to the Mutually Agreed Resignation Service SO Ref: SO3a</p> <p>Source of Assurance: The Committee reviewed the draft Mutually Agreed Resignation Scheme (MARS) policy document.</p> <p>It was noted that the Trust did not currently have a policy and that there was an expectation from, among others, NHSI, that it should have. It was noted that the draft policy was fully compliant and was in use at other NHS Trusts.</p>

	<p>The Committee expressed concerns regarding the scheme and how this fits into the wider Trust plans. Particularly the Committee requested more detail in relation to the costs attached to the scheme.</p>
	<p>Lack of Assurance in regard to Developing Workforce Safeguards SO Ref: SO3a</p> <p>Source of Assurance: The Committee received a verbal update in relation to the Developing Workforce Safeguards guidance.</p> <p>Actions requested by the Committee: The Committee noted the guidance and requested an update on the Trust position at their next meeting.</p>
<p>Issues where assurance remains outstanding for escalation to the Board</p>	<p>Lack of assurance with Core Learning SO Ref: SO3a</p> <p>Source of Assurance: The Committee received the Workforce Report. The Committee were not assured that the targets would be reached but noted the problems of releasing staff in an environment that was under pressure was difficult. The Committee noted the discussions to be had in order to respond to the need of the ‘Developing workforce safeguards’ document.</p> <p>Actions requested by the Committee. It was agreed the committee would emphasize to the Board the need to release staff for all training.</p> <hr/> <p>Lack of Assurance with regards to Safe Working (Junior Doctors) SO Ref: SO3a</p> <p>Source of Assurance: The Committee received the Quarterly Report of the Guardians of Safe Working for the period 1st October to 28 December 2018</p> <p>The Committee, having considered the report, noted that although it was clear that progress had been made, they were still not assured as the report did not include updates from Grantham or Lincoln. The Committee noted the plans to review and improve the position and welcomed the establishment of the Junior Doctor’s Committee</p> <p>Actions requested by Committee: It was agreed that the issues would be a prominent area of focus at the next Committee meeting and that focus on this area would be maintained.</p> <hr/> <p>Assurance regarding the Communications and Engagement Strategy 2018-2021 SO Ref: SO3b</p> <p>Source of Assurance: The Committee received the draft Communications and Engagement Strategy 2018-2021.</p>

	<p>Actions requested by Committee: It was suggested that there might be tighter alignment between the strategy and other engagement work being completed.</p>
Items referred to other Committees for Assurance	None
Committee Review of corporate risk register	No areas identified.
Matters identified which Committee recommend are escalated to SRR/BAF	None
Committee position on assurance of strategic risk areas that align to committee	<p>The Committee had some concerns about their terms of reference in relation to transformation and agreed that the clarity around this would come from the development of the BAF moving in to 2019/20</p> <p>The Committee noted that the workforce oversight group was in place and hence could be updated on the BAF.</p>
Areas identified to visit in ward walk rounds	No further areas identified.

Attendance Summary for rolling 12 month period

Voting Members	M	A	M	J	J	A	S	O	N	D	J
Geoff Hayward (Chair)	X	No Meeting	X	No Meeting	X	No Meeting	X	No Meeting	X	No meeting	X
Sarah Dunnett	X		A		X		X		X		
Alan Lockwood			X		X		X		X		
Non-Voting Members											
Martin Rayson	X	No Meeting	X	No Meeting	A	No Meeting	X	No Meeting	X	No meeting	X
Matthew Dolling	X		A		A		A		A		
Debrah Bates	X		A		X		X		X		
Simon Evans			X		X		X		A		