

Purpose	This report summarises the assurances received, approvals and decisions made by the Workforce and OD Committee.
Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	12/1/16
Status:	For Discussion/Upward Reporting
Chairperson:	Penny Owston (Non-Executive Director)
Author:	Helen Nicholson (Asst Director OD)
Background	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.
Business undertaken	<p>1. Training & Development Audit report</p> <p>The Committee sought assurance that there will be consistency in practice in relation to the undertaking of core learning in particular if an individual chooses to do this at home and that individuals are appropriately compensated for this time</p> <p>The Committee sought assurance about compliance with appraisal and core learning and that there should be a clear message that neither of these is optional. The Committee sought assurance that there is a clear accountability and responsibility framework in place</p> <p>2.ESR manager/Supervisor Self-Service - Organisational structure</p> <p>The Committee noted that there is more work to be done on the organisation's accountability structure before ESR manager self-service can be implemented. They sought assurance that these issues are being addressed and expressed concerns that some projects cannot be progressed because of this issue.</p> <p>3. Apprenticeships</p> <p>The Committee were assured that plans are in place to deliver apprenticeship targets but noted a significant risk in relation to delivery as the post of Apprenticeship Project Manager is only funded until the end of March 2016.</p> <p>4.</p>
Risks to refer to risk register	<ul style="list-style-type: none"> • Modern partnership working/agreement (to be added to corporate risk register) • Absence of clear governance – organisational & management structure (who accountable and responsible)
Key decisions taken	<ul style="list-style-type: none"> • Talent for Care Strategy – Commitment to support
Issues to escalate to Board	<ul style="list-style-type: none"> • ESR – Organisational Structure (lean clean organisational structure) – discussion with new CEO
Challenges and exceptions	<ul style="list-style-type: none"> • Staff side engagement and partnership working
Future exceptional items	ESR Reporting Organisational Structures Voicing Concerns Policy – audit and assurance role

Attendance date: 12/1/16

Present:

Penny Owston

Kate Truscott

Geoff Hayward

Ian Warren

Elaine Stasiak

Liz Ball

Helen Nicholson

Karen Taylor

In Attendance:

Angela Leggett