

Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	29 th November 2017
Chairperson:	Kate Truscott Non Executive Director
Author:	Martin Rayson, Director of HR & OD

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 to respond.</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 there are processes in place to support safe working for junior doctors SO Ref: SO4.4.1 Source of Assurance: The intended source of assurance was a written report from the Guardian of Safe Working (Dr Varma). However, no report was received and Dr Varma did not attend the Committee meeting Mitigation in place: There is a requirement, under the terms of the arrangements for the introduction of the 2016 Junior Doctor Contract, for a quarterly report to the Board, from the Guardians, of which there are two in the Trust. Although there was a verbal update at the July meeting, the absence of this report means that the mitigating action is not being taken. Actions requested by the Committee: Committee asked that their concerns about the absence of a report be raised with the Chief Executive and Medical Director, in the expectation that management action would be taken to address this.</p> <p>Assurance there are processes in place to manage nursing and medical recruitment SO Ref: SO4.4.1 Source of Assurance: Comprehensive assurance on nursing and medical recruitment plan Mitigation in place: Rigour within the programme, summary report to Committee Actions requested by the Committee: The Committee were concerned that our ability to recruit the nursing numbers expected to achieve the KPI target for the year, was being inhibited by the inability to put in place up-front payments to agencies on an “invest-to-save” basis. The Committee recognised the challenges presented by Financial Special Measures, but wanted assurance that the business case would be re-presented to the Financial Turnaround Group as a matter of urgency. The Committee are also seeking assurance that the impact of future potential retirements is understood and is being taken into account in future workforce planning exercises.</p>

<p>Issues where assurance remains outstanding for escalation to the Board</p> <p>Committee Review of corporate risk register</p> <p>Matters identified which Committee recommend are escalated to SRR/BAF</p>	<p>Assurance of the actions being taken to create new talent streams, with a particular focus on apprentices SO Ref: SO4.4.1 Source of assurance: The Committee received a positive report on the work of the Talent Academy to promote careers in the NHS in Lincolnshire and to maximise the potential of apprenticeships to address our workforce challenges. The Committee were keen to ensure that our activities were not too Lincoln-centric and promoted opportunities in the South and North of the County. Mitigation in place: Talent academy and its associated activities. Actions requested by Committee: Further reports to the Committee on the impact of those activities.</p>
	<p>Lack of assurance there were robust job planning processes SO Ref: S05.5.1 Mitigation in place: Non-one was present at the November meeting to give assurance that the target of 100% job plans in place by then end of November had been achieved Actions requested by the Committee: Update requested for January meeting.</p>
	<p>Assurance that progress is being made on the equality and diversity agenda (as it relates to the workforce) SO Ref: SO5.5.1 Source of assurance: Progress on development of overall strategy and WRES Action Plan Creation of staff groups well received, as they will provide assurance that actions are having an impact Mitigation in place: Quarterly reports to the Committee</p>
	<p>Assurance that learning and development resources are being used effectively and that staff are getting the training they need to support quality and safety SO Ref: SO4.4.1 The particular focus was on the recent legal case and the concerns around inadequate training in the use of a hoist Source of assurance: Core learning programme and participation rates on core learning, although the Committee are concerned that the completion rate is dipping Overall review of the way in which we develop and agree an overall Learning & Development Strategy and how we allocate resources to priorities is underway Mitigation in place: Actions requested by the Committee: Report back on the review referred to above.</p>

