

Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	29 September 2017
Chairperson:	Kate Truscott 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 to respond.</p> <p>This assurance committee meets bi monthly and takes scheduled reports from all Trust operational committees 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: SO5.5.1 Source of Assurance: Report from Guardian of Safe Working (Dr Varma) Mitigation in place: Infrastructure has been put in place to collate exception reports with oversight by Guardian Actions requested by the Committee: Committee had not received data from Guardian. Board is required to receive data formally on quarterly basis. Currently not compliant. Committee requested escalation to Medical Director.</p>
	<p>Lack of assurance that Trust is achieving levels of core learning and appraisal SO Ref SO 5.5.1 Source of Assurance: Workforce Performance Data Data revealed dip in performance during August Mitigation in place: Discussion to take place at CMB to highlight. Actions requested by the committee: Monitor to ensure that expected recovery in September materialised.</p>
	<p>Assurance on Trust workforce planning SO Ref SO 4.4.1 Source of Assurance: Report on Workforce Planning Process Planning was linking to STP work and Trust clinical strategy. Benchmarking against model hospital work. Actions requested by the committee: Directorates were being challenged on workforce mix. This would feed in to planning. Escalate to Trust Board the continuing risk of lack of pace of progression with STP and the impact for workforce plans.</p>
	<p>Assurance that Recruitment and Retention Initiatives are being explored and are working SO Ref: 4.4.1 Source of Assurance: comprehensive assurance on work in place to offer incentives. Mitigation in place: Recruitment specialist doing focussed work. Bringing in agency staff at more competitive rates. Skill mix has been reviewed on some wards.</p>

<p>Issues where assurance remains outstanding for escalation to the Board</p>	<p>Actions requested by the Committee: Assurance required that looking at other non medical consultant posts not just nursing and bringing on line at pace. Focus on recruitment in to other staff groups.</p>
	<p>Assurance of progression of People Strategy Work Programme SO Ref: 4.4.1 Actions requested by the Committee: Recruitment and retention AMBER. Committee to review again.</p>
	<p>Assurance of progress to achieve CQUIN targets SO Ref: 5.5.1 Mitigation in place: Ongoing push to achieve flu jab CQUIN. Papers to ET/WOD and FSID on progress against targets Actions Requested by the Committee: Confirmation that financial risks are being captured in FSID reports All options of investment to achieve have been explored.</p>
<p>Committee Review of corporate risk register</p>	<p>Decision made on new corporate risks escalated to Committee. No new risks to review.</p> <p>Decision made on proposed risks for removal from the corporate risk register No risks to remove from risk register.</p>
<p>Matters identified which Committee recommend are escalated to SRR/BAF</p>	<p>The BAF was reviewed, discussion around the risk score. Committee noted that at next meeting corporate and strategic risks will be linked.</p> <p>Actions requested by the Committee: Themes from corporate risk register would be analysed and considered for deep dives.</p>
<p>Committee position on assurance of strategic risk areas that align to committee</p>	<p>Further assurances were sought in respect of SO 4.4.1 Failure to sustain an adequate workforce SO 5.5.1 Failure to sustain an engaged workforce</p>
<p>Areas identified to visit in ward walk rounds</p>	<p>No further areas identified.</p>

Attendance Summary for rolling 12 month period

Voting Members	M	M	J	S										
Kate Truscott Non Executive Director	X	X	X	X										
Sarah Dunnett Non Executive Director	X	X	X	X										
Geoff Hayward Non Executive Director			X	X										
Mala Rao Non Executive Director			A	A										
Martin Rayson Director of HR and OD	X	X	A	X										
Debra Bates Deputy Chief Nurse	X	X	X	X										
Neill Hepburn Medical Director	D	X	A	D										
Simon Evans Director of Operations			A	D										

X- in attendance D- Deputy attended A- Apologies received