

Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	28 th July 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: Source of Assurance: Verbal 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 requested sight of data in a formal quarterly report Review data in September to ensure the action has been addressed and risk of loss of foundation doctors has been mitigated. Assurance that all junior doctors are completing the assurance reports.</p> <p>Assurance there are processes in place to manage nursing and medical recruitment SO Ref: Source of Assurance: comprehensive assurance on nursing recruitment plan Mitigation in place: Rigour within the programme Actions requested by the Committee: Assurance outstanding on medical recruitment plans. Report to September committee on medical recruitment plans. Progress report on new ways of working being introduced to support recruitment plans.</p> <p>Lack of assurance that plans are in place to achieve health and wellbeing CQUIN creating financial risk SO Ref: Actions requested by the Committee: Action plan and progress with delivery requested for September meeting.</p> <p>Assurance of strengthening of processes to reduce use of agency SO Ref: Mitigation in place: Development of bank. Plan for every post in place for medical staffing. More rigorous process.</p>

<p>Issues where assurance remains outstanding for escalation to the Board</p>	<p>Assurance there were robust job planning processes SO Ref: Mitigation in place: Clarity on policy Focus on poor performing directorates Will reach 100% of job plans in November Actions requested by the Committee: Review of PAs in excess of 10. Update in November on introduction of cap.</p>
	<p>Lack of assurance in relation to STP workforce workstream SO Ref: Mitigation in place: workforce plans Actions requested by the Committee: Update on progress to September meeting.</p>
	<p>Assurance on actions following GMC Education Visit SO Ref: Mitigation in place: Quality measures being put in place. Further information being sought from HEEM. Actions requested by the Committee: Action plan to be reviewed by committee in September. Review of specific specialities which are struggling.</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 The committee agreed to remove risk 3877 from the CRR.</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: Committee noted that many actions are linked to funding and questioned where the assurance came from that the funding was included in plans and how these were challenged and how the risks are mitigated in the absence of any new funding.</p>
<p>Committee position on assurance of strategic risk areas that align to committee</p>	<p>Further assurances were sought in respect of SO SO</p>

