

Report to:	Trust Board
Title of report:	Workforce and OD Committee Assurance Report to Board
Date of meeting:	5 th February 2018
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>Assurance in regard to recruitment processes SO Ref: SO4.4.1 Source of Assurance: Audit Report – Recruitment & Retention Review The review gave the process limited assurance on the basis of an inability at present to measure systematically the time taken on recruitment processes. Recruitment is a key risk to the organisation, given current vacancy rates and the reliance on agency staff. The Committee were assured that the TRAC system being introduced would significantly improve the process and would enable timescales in the process to be measured. TRAC was due to be implemented by May 2018. Actions requested by the Committee: The Committee requested a progress update on the implementation of TRAC at their May meeting.</p>
	<p>Assurance of workforce planning processes in place in ULHT SO Ref: SO4.4.1 Source of assurance: The Committee received a presentation on the work they were undertaking to review the current establishment and “right-size” it based on current activity levels. This workforce capacity planning programme would be completed before the start of the 2018/19 financial year. The Committee were also briefed on the workforce planning activity by HR, which is aligned to the clinical strategy work. The Committee recognise the importance of this work in light of the financial deficit the Trust faced and the fact that the overall establishment was unaffordable. Actions requested by Committee: The Committee sought assurance at future meetings that this work was proceeding effectively and that there was ownership of the outcomes, which was crucial to ensuring the Trust gained most value from this work. The Committee also wanted a report to the March meeting about the implementation of new roles, as the change in skill mix was crucial to ensuring a future establishment was affordable and reflected best practice</p>
Issues where assurance remains outstanding for escalation to the	<p>Lack of assurance regarding engagement with the work of the Committee SO Ref: SO4.4.1/S05.5.1</p>

Board	<p>Source of assurance: Attendance by representatives of Directorates – Operations, medical and nursing in particular. The Committee were concerned about low attendance at the February meeting, with only the Director Nursing being represented.</p> <p>Actions requested by Committee: The Chief Executive is requested to ensure that there is greater representation at the next meeting</p>
	<p>Lack of assurance in respect of staff engagement SO Ref: SO5.5.1</p> <p>Source of assurance: A report was presented on the initial results of the 2017 staff survey, which will be published in full in March. This raised concerns about levels of morale and engagement amongst staff</p> <p>Actions requested by the Committee: The Committee requested that the results be considered and a response developed to address the issues raised and that the Board be fully involved in the development of that response.</p>
	<p>Lack of assurance regarding the risk process SO4.4.1/S05.5.1</p> <p>Source of assurance: The Committee were satisfied that the strategic risk register reflected the key risks to the Trust in terms of workforce numbers and skills and staff engagement, they were concerned that the Corporate Risk Register was not being well-managed and kept up to date.</p> <p>Actions requested by the Committee: That a review of the way in which the Corporate Risk Register is managed and feeds the strategic risk register be undertaken.</p>
	<p>Lack of assurance there are processes in place to support safe working for junior doctors SO Ref: SO4.4.1</p> <p>Source of assurance: The intended source of assurance was a written report from the Guardian of Safe Working (Dr Varma). However, no report has been received at meetings in November and now February as requested. The Committee are concerned that the Guardians are not fulfilling their responsibilities and the Trust is not compliant with the expectation that the Board will receive regular reports on the work of the Guardians.</p> <p>Actions requested by the Committee: The Committee asked that the risk to the Trust from the poor experience junior doctors may be receiving at ULHT be escalated to the risk register and that the Medical Director meet with the Guardians urgently to ensure that they were fulfilling their role effectively and to ensure that a written report was provided to the next Committee.</p>

