

<b>Report to:</b>	Trust Board
<b>Title of report:</b>	Workforce, OD and Transformation Committee Assurance Report to Board
<b>Date of meeting:</b>	11th March 2019
<b>Chairperson:</b>	Geoff Hayward, Non-Executive Director
<b>Author:</b>	Karen Willey, Deputy Trust Secretary

<b>Purpose</b>	<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.</p> <p>This assurance committee meets bi monthly and takes scheduled reports according to an established work programme.</p>
<b>Assurances received by the Committee</b>	<p><b>Lack of Assurance in regard to Workforce Skills and Numbers</b> <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee received the workforce report and new metrics which were reviewed and challenged. Discussion was held in relation to Time to Recruit and the Committee requested assurance on delivery. Improvements have been seen in AHP rates and there is stability in sickness rates at 4.7%, slightly about target.</p> <p><b>Actions requested by the Committee:</b> It was agreed that the Committee would receive an update in July following the KPMG review on Time to Recruit</p>
	<p><b>Lack of Assurance in regard to Workforce Financial Recovery Plans</b> <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee received the workforce financial recovery plans, these will be phased by division and controls are in place. Assurance was provided that no double counting will occur. HR resources are in place to support implementation. The Committee will require sight of the Quality Impact Assessments where there are changes in the workforce going forward.</p> <p><b>Actions requested by the Committee:</b> The Committee noted the report</p>
	<p><b>Lack of Assurance in regard to Developing Workforce Safeguards</b> <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee received the developing safeguards report and noted that workforce safeguards had been reviewed for 2019/20. The report identifies that workforce planning requires improvements but progress towards improvements in 2020/21 can be made</p> <p><b>Actions requested by the Committee:</b> The Committee requested further</p>

	<p>clarification of the reporting required for the Annual Governance Statement to be provided to the Deputy Director of HR.</p> <p><b>Lack of assurance in regard to Job Planning</b>  <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee received the update and noted the level of risk in relation to job planning, completion has now slipped to end April and the Trust are not in the position expected at this point in the year. There are implications to FRP related to job planning</p> <p><b>Actions requested by the Committee:</b> Assurance continues to be sought via the Clinical Management Board</p> <p><b>Assurance in regard to Gender Pay Gap reporting</b>  <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee received the gender pay gap report, the report identifies that the majority of nursing staff are female, medical staff are predominantly male so we can expect differences. The banding system and length of service within a band create differences, when male and female staff in the same job are in the same band. The Trusts position is no different to that of other Trusts. Work is being undertaken to support talent management of staff and a review/improvement of Clinical Excellence rewards is underway</p> <p><b>Assurance in regard to Apprenticeships</b>  <b>SO Ref: SO3a</b></p> <p><b>Source of Assurance:</b> The Committee noted the report and received assurance in relation to the effective use of the apprenticeship levy. Processes are in place to ensure the use of the levy is maximised. The Committee also noted the higher level of retention that the Trust achieves with apprentices</p> <p><b>Lack of Assurance in regard to 2018 Staff Survey Results</b>  <b>SO Ref: SO3b</b></p> <p><b>Source of Assurance:</b> The Committee received the 2018 staff survey results, the results are due to be broken down by divisions and reviewed as part of the PRM's. The Committee identified the need to be outcome focused on the actions resulting from the survey. Assurance was given that the results are being fully evaluated and work being undertaken on the actions</p> <p><b>Actions requested by Committee:</b> The Committee identified that assurance still needs to be received by the Non-Executive Director. Non-Executive Directors are asked to advise the Director of HR&amp;OD of areas they require assurance</p>
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	<p><b>Assurance in regard to Equality Assurance Report</b> SO Ref: SO3b</p> <p><b>Source of Assurance:</b> The Committee received the Equality Assurance Report and were advised of the partial assurance given by the CCG. The draft NHSE Disability Standard is due to be published and will be reviewed at the next meeting</p> <p><b>Actions requested by the Committee:</b> The Committee requested sight of the NHSE Disability Standard once published and the Trust Board would be informed of developments</p>
	<p><b>Assurance in regard to the People Strategy</b> SO Ref: SO2a</p> <p><b>Source of Assurance:</b> The Committee received the refreshed People Strategy and were assured that processes are happening however the impact is yet to be seen within the organisation</p>
<p><b>Issues where assurance remains outstanding for escalation to the Board</b></p>	<p><b>Lack of Assurance in regard to Guardians of safe working</b> SO Ref: SO3b</p> <p><b>Source of Assurance:</b> The Committee received the paper and were advised that the new model is being reviewed and discussed by the Executive Team. The Committee are not assured that the guardian process is working or effective however the Committee are advised there is a process in place to improve this. The Trust Board have been advised of the current issues.</p> <p><b>Actions requested by the Committee:</b> The Committee wish to advise the Board that an update in relation to Guardians of Safe working will be presented when new processes are in place</p>
<p><b>Items referred to other Committees for Assurance</b></p>	<p>None</p>
<p><b>Committee Review of corporate risk register</b></p>	<p>No areas identified</p>
<p><b>Matters identified which Committee recommend are escalated to SRR/BAF</b></p>	<p>None</p>
<p><b>Committee position on assurance of strategic risk areas that align to committee</b></p>	<p>The Committee had some concerns about their terms of reference in relation to transformation and agreed that the clarity around this would come from the development of the BAF moving in to 2019/20</p>

<b>Areas identified to visit in ward walk rounds</b>	No further areas identified.
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**Attendance Summary for rolling 12 month period**

<b>Voting Members</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>
Geoff Hayward (Chair)	No Meeting	X	No Meeting	X	No Meeting	X	No Meeting	X	No meeting	X	No meeting	X
Sarah Dunnnett		A		X		X		X				
Alan Lockwood		X		X		X		X				
<b>Non-Voting Members</b>												
Martin Rayson		X		A		X		X				
Matthew Dolling		A		A		X		A				
Debrah Bates		A		X		X		A				
Simon Evans		X		X		X		A				