

Board of Directors Meeting Cover Sheet

Subject:	OD and Workforce Committee Report	Date: 31st August 2017		
Prepared By:	Julie Bacon - Director of HR & OD; Lee Radford – Deputy Director TED; Rob Simcox – Deputy Director of HR			
Approved By:	Julie Bacon - Director of HR & OD			
Presented By:	Claire Ward – Non-Executive Director and Committee Chair			
Purpose				
To provide the Board with a summary report about items discussed and key areas of assurance provided to the OD and Workforce Committee at its meeting in July 2017.			Decision	
			Approval	
			Assurance	x
Strategic Objectives				
To provide outstanding care to our patients	To support each other to do a great job	To inspire excellence	To get the most from our resources	To play a leading role in transforming health and care services
x	x		x	
Overall Level of Assurance				
	Significant	Sufficient	Limited	None
		x		
Risks/Issues				
Financial	n/a			
Patient Impact	n/a			
Staff Impact	Mitigation of workforce related risks			
Services	n/a			
Reputational	n/a			
Committees/groups where this item has been presented before				
OD and Workforce Committee in July 2017				
Executive Summary				
<p>The paper attached provides a summary report of the items discussed at the OD and Workforce Committee at its meeting which took place on 20th July 2017. In particular, decisions and remaining risks are identified.</p> <p>It should be noted that key risks on the Board Assurance Framework (BAF) relating to this Committee are:</p> <p>AF6 – Staff Engagement and Morale AF7 – Staffing levels</p>				

Meeting: OD & Workforce Committee on 20th July 2017

ITEM	BASIS OF REPORT	KEY POINTS	DECISIONS	RISKS
Annual TED Report	Regular annual report	<p>This report provided the Committee with an annual overview of the key achievements and range of activities carried out by the TED Department in 2016/2017. Key achievements included:</p> <ul style="list-style-type: none"> • First Trust in the world to have state of the art virtual reality dental simulators installed to support post graduate dental education. • Recognition of our medical student simulation training at the national Association for Study of Medical Education (ASME). • 62,508 instances of training were recorded last year/ • The Trusts Aspiring Medics work experience programme has been awarded the national Industrial Cadet status for its inspirational experience provided to future medics. • SFH is the largest provider of pharmacy insight visits in the East Midlands. 	The paper was for assurance purposes	AF6 – lack of LBR funding for 2017/2018 would have a significant risk to the development of workforce and staff morale. System partners have raised concerns to HEE and is included on the Trust Risk Register.
Diversity Report	Regular annual report	<p>This report provided the Committee with an annual overview of the key achievements and range of activities carried through Diversity in 2016/2017. Key achievements included:</p> <ul style="list-style-type: none"> • Introduction of the voluntary roles of Diversity Champions • Equality and Diversity added to the volunteer induction programme. • Additional guidance and documentation introduced • Awarded the ‘Disability Confident Employer’ status for 12 months • Celebrated the fifth NHS Equality, Diversity and Human Rights Week • KMH and Newark are now designated ‘Safe Places’ 	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. All aspects of the annual report are designed to mitigate associated risk

Workforce Strategy / Strategic Priority 2 – Progress Report	Regular quarterly report	The paper provided a quarter 1 BRAG update on the progress made with the implementation of the six annual plans which underpin the Trusts workforce strategy – Maximising our Potential cross referenced with Strategic Priority 2. Only one item was amber. This related to the introduction of a weekly payroll. This had been successfully implemented for all bank staff apart from medics, which is now scheduled for September.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. All actions in the plans are designed to further mitigate these risks
Recruitment Report	Regular six monthly report	Update on key areas of recruitment activity across the Trust over the past 6 months. Noticeable areas of recent achievement include a revised process of appointing Healthcare Support Workers through a virtual ward approach, successful recruitment campaigns in attracting Registered Nurses and noticeable successes across the Medical workforce.	The paper was for assurance purposes	AF7 – staffing levels. Assurance on how the use of innovative recruitment practices has reduced staffing levels in hard to fill areas.
Medical Education Assurance report		This report provided the Committee with an update of key concerns and successes in relation to junior doctors and medical students on placement at the Trust. Patient safety issues in Urology were identified and are being addressed through local action plans. 8 FY2 doctors have accepted an “F3” post at SFH in their preferred specialty. The Trust had been selected as pilot site to run the EPIFFANY project designed to reduce medical prescribing errors.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. Addressing issues with medical education improves morale and the supply of doctors.
Guardian of Safe Working Hours Report	Regular quarterly report	Mandatory requirement for assurance of safe working as per Terms and Conditions of Service (TCS) of the 2016 Junior Doctors Contract and to provide an update on the implementation of the Junior Doctors new contract.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. Addressing junior doctors issues improves morale and the supply of doctors.

Health & Safety Annual Report	Regular annual report	This report provided the Committee with summary information relating to principal activities associated with the promotion and management of work related health and safety issues, for the period 1 April 2016 to 31 March 2017. The report also highlights the current key priorities for the health and safety team in delivering a programme of work during this current financial year.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. All aspects of the annual report are designed to mitigate associated risk
Raising Concerns Assurance report	Regular annual report	This report provided the Committee with assurance in relation to the actions required as outlined within the Raising Concerns Policy, and compliance against these. In particular, the report set out how enhanced governance processes introduced into the HR Department to better manage the raising concerns action log are proving beneficial.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. All aspects of the annual report are designed to mitigate associated risk
BAF Principle Risk AF6	Regular	The paper invited the Committee to review principle risks AF6 and AF7 in light of assurances received and to consider the removal of AF6 from the BAF and delegate it to the Director of HR& OD for ongoing management.	The Committee were assured that AF6 and AF7 were being adequately managed and agreed to remove AF6 from the BAF	AF6 – staff engagement and morale and AF7 – staffing levels. Some risk remains in relation to AF7 at a score of 16
Agency Report	Deep Dive requested by the Committee at its May 2017 meeting	The paper set out the recent changes to the Intermediaries legislation and IR35. In particular, the Committee had requested a “deep dive” into the steps that have been taken to work with agencies to ensure that the legislation is complied with and that service continuity and financial risks are mitigated. The paper set out the work undertaken with agencies for each key staff group and recognised the additional activity that had been required in order to implement IR35 for medical locums.	The paper was for assurance purposes	AF7 – staffing levels. An acceptable level of risk to the supply of medical locums remains in a small number of specialties which were already affected by labour market shortages.