

Board of Directors Meeting Cover Sheet

Subject:	OD and Workforce Committee Report	Date: 10th October 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 October 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 October 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 5th October 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
Workforce Strategy / Strategic Priority 2 – Progress Report	Regular quarterly report	The paper provided a quarter 2 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 two items are Amber (behind schedule) however there has been significant progress made. One action is red that cannot be fully completed without national apprenticeship frameworks being completed, which is not within the Trusts control. However, significant work has been delivered on this action where apprentice frameworks are available.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. Training actions in the paper are designed to further mitigate these risks
Mandatory Training Deep Dive Report	Regular annual report	This paper presents the OD and Workforce Committee with an overview of the evaluation of how mandatory training contributes to patient care. The audit has demonstrated good levels of compliance in relation to falls assessments being carried out by the workforce as demonstrated within our Mandatory Training update sessions and has also highlighted further improvements in some clinical areas is required and is being addressed.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. Training actions in the paper are designed to further mitigate these risks
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.
Job Planning Report	Regular annual report	Annual requirement for the Trust to obtain assurance around the completion of the annual job planning cycle for the Trust medical workforce. The quality and financial benefits of our job planning process has been	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels.

		recognised through the organisation and externally. The processes introduced and implemented at SFH have been adopted by numerous organisations and have provided the platform for the NHSI and their recent launch of their Job Planning Guidance.		Addressing job planning requirements of the trust medical workforce.
Medical Appraisal and Revalidation	Regular quarterly report	Medical Appraisal is the process by which licensed doctors are able to demonstrate that they are meeting professional standards set out in the GMC's Good Medical Practice, the report provided the committee with an assurance around appraisal and revalidation compliance for April-June 2017 and July to September 2017.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. Addressing requirements of the trust medical workforce in relation to Appraisal and Revalidation
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. A focussed visit to meet Acute and Geriatrics trainees took place on 20 th September and HEE EM are revisiting ED o 1 st February, 2018. The GMC have confirmed they will not be in attendance. The Trust had been selected as pilot site to run the EPIFFANY project designed to reduce medical prescribing errors, that was success in August and will be ran again. HORUS, the new e-Portfolio for foundation trainees went live in August and so far no issues	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.
Health & Safety Report	Regular quarterly 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 last quarter. The report also highlights the current key priorities for the health and safety agenda.	The paper was for assurance purposes	AF6 – staff engagement and morale and AF7 – staffing levels. All aspects of the report are designed to mitigate associated risk
Equality dashboard	Regular annual report	As part of the HR Recruitment, Reward and Retention	The paper was	AF6 – staff

		Plan (objective 1d) to identify and address recruitment and retention issues relating to diversity and inclusivity, an Equality and Diversity dashboard has been produced comparing recruitment equality data to the local and workforce demographic.	for assurance purposes	engagement and morale and AF7 – staffing levels. All aspects of the report are designed to mitigate associated risk
Audit Report	Regular quarterly report	The report provided the committee with a summary of recently conducted audits associated with the OD and Workforce agenda. In the last quarter a review had been completed in respect of the Trust’s system for workforce planning, where significant assurance was identified.	The paper was for assurance purposes	AF7 – staffing levels. Assurance on how the use of effective workforce planning has contributed to a reduction of Trust hard to fill vacancies.
Pulse Survey	Regular quarterly report	The 2016 annual Staff Survey identified issues with staff experiencing physical violence, harassment, bullying or abuse from staff and patients, relatives or the public in the last 12 months. In order to better understand the issues a pulse survey was undertaken in Q1. The report summarised the results of this survey and outlines the actions being taken to address the issues identified.	The paper was for assurance purposes	AF6 – staff engagement and morale. All aspects of the report are designed to mitigate associated risk