

**BOARD OF DIRECTORS' MEETING  
13<sup>th</sup> September 2017**

<b>ITEM No. 16aii</b>
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<b>TITLE OF PAPER</b>	Workforce and OD Committee – Summary Report to the Board of Directors in respect of Significant Issues
<b>TO BE PRESENTED BY</b>	Sue Rogers, Chair – Workforce and OD Committee Non-Executive Director
<b>ACTION REQUIRED</b>	For assurance

<b>OUTCOME</b>	To report items of significance discussed at the Workforce and OD Committee meeting held on: <b><u>28<sup>th</sup> July 2017</u></b>
<b>TIMETABLE FOR DECISION</b>	None required.
<b>LINKS TO OTHER KEY REPORTS/DECISIONS</b>	Minutes of the Committee
<b>LINKS TO THE NHS CONSTITUTION &amp; OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC</b>	<ul style="list-style-type: none"> <li>• Trust Board Assurance Framework</li> <li>• NHS Audit Framework</li> </ul> <p>HSE <input checked="" type="checkbox"/>    MH Act <input type="checkbox"/>    Equality <input type="checkbox"/>    BME <input type="checkbox"/>    Disability Legislation <input type="checkbox"/></p> <p>NHS Constitution: Staff Rights <input type="checkbox"/> Patients' Rights <input type="checkbox"/> Public's Rights <input type="checkbox"/> Principles <input type="checkbox"/> Values <input type="checkbox"/></p>
<b>IMPLICATIONS FOR SERVICE DELIVERY &amp; FINANCIAL IMPACT</b>	Timely reporting to the Board of Directors
<b>CONSIDERATION OF LEGAL ISSUES</b>	None required.

<b>Author of Report</b>	Sue Rogers
<b>Designation</b>	Chair – Workforce and OD Committee (Non-Executive Director)
<b>Date of Report</b>	30 <sup>th</sup> August 2017

## 1. Purpose

To report in a timely manner, items of particular significance discussed at the Workforce and OD Committee meeting held on 28<sup>th</sup> July 2017.

## 2. Significant Issues of Interest to the Board

Board members will receive the minutes of the Workforce and OD Committee meeting held on 28<sup>th</sup> July 2017 in due course, however, the Chair of the Committee by means of this report wishes to notify Board Members of the following significant issues.

- Guardian of Safe Working Report
  - It is a statutory requirement, for any NHS organisation that has trainee doctors, to have a Guardian of Safe Working.
  - SHSC take a Lead Employer role and support the trainees wherever they work in the region. The trainees will be supported locally as well.
  - The GOSW is an independent figure who champions a culture of safe working as well as overseeing compliance with contractual safeguards.
  - GOSW recommends that they are routinely invited to all meetings concerning the review of on-call rotas and work schedules especially if they involve significant changes to working hours.
- Band 4 Assistant Practitioner pilot
  - Pilot introduced at initially at Woodland View Nursing Home and is working very well.
  - Currently 4 x Support Workers training up into Assistant Practitioner roles.
  - Addresses some of the issues being experienced in recruiting Nurses.
  - The backfill for the pilot is currently funded through Health Education Yorkshire and Humber.
- PhysioMed
  - Funded by the now obsolete Back-care Coordinator role, PhysioMed was introduced end March 2017 to help staff back to work, or assist them in managing an ongoing back condition. Feedback regarding the initiative has been very positive and reports show that it is functioning effectively and some staff have received a response from PhysioMed within the hour. Financial benefits to the Trust are also documented.
- Annual Equality and Human Rights Report 2017
  - Under provisions set out through the Equality Act 2010 the Trust is required to meet specific duties including setting Equality Objectives and reporting on progress against the Public Sector Equality Duty.
- Workforce Race Equality Standard 2017 (WRES) – progress report and 2017/18 Action Plan
  - The WRES is a national standard introduced in July 2015 to respond to lack of progress in race equality in the NHS. SHSC have agreed WRES targets to 2021. Under the NHS Standard Contract the Trust is required to produce and publish an annual summary WRES report and share this with the co-ordinating commissioner. WRES metric data is also required to be uploaded using the Unify2 e-system.
- Board Assurance Framework (BAF)
  - First iteration of the BAF 2016/17 issued to July Board. Work is continuing with Executive Directors to strengthen and improve. Need to concentrate on gaps and actions.
  - The BAF is reported to Audit Committee every quarter and to Board twice a year. WODC will continue to discuss and record assurances and/or concerns at each meeting.

### 3. Key Risks Discussed

- GOSW - Some concerns re Locums, and delays in responses to other concerns from Junior Doctors. The Trust needs to look at ways of safeguarding medical staff and retaining them.
- A further cohort of the Band 4 Assistant Practitioner Scheme would need funding (Business Case) to support the backfill during the day release to college. The funding for the actual training is covered by the Apprenticeship Levy. Other challenges relate to entry criteria and specifically English and Maths skills. However, free courses are in place to address this before staff apply.
- Board Assurance Framework was considered in-depth to ensure it is completed correctly.

### 4. Key Actions Agreed

- A full report from GOSW should be presented to the Board.
- Progress of the Band 4 Assistant Practitioner Scheme will be monitored via the Workforce Planning Group and Trust Management Group. Also covered in the Workforce and OD Strategy. Evaluation reports will be shared with WODC as the work progresses. Suggestion at WODC that ambassadors / champions should be called upon to showcase the positive aspects of joining the training scheme.
- The Workforce Race Equality Standard (WRES) and Annual Equality and Human Rights Report 2017 should be provided to September Board for information prior to being published. Suggestion at WODC that an Executive Summary is provided each year to highlight any key themes or trends compared to previous years.
- Noted that Corporate Governance have appointed someone to assist colleagues with the updating of the BAF.

### 5. Contact Details

For further information, please contact:

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*Attached:*

- Approved minutes of the Committee dated **18<sup>th</sup> April 2017**.