

**BOARD OF DIRECTORS' MEETING
10th May 2017**

ITEM No. 16iiiB

TITLE OF PAPER	Workforce and OD Committee – Summary Report to the Board of Directors in respect of Significant Issues
TO BE PRESENTED BY	Sue Rogers, Chair – Workforce and OD Committee Non-Executive Director
ACTION REQUIRED	For assurance

OUTCOME	To report items of significance discussed at the Workforce and OD Committee meeting held on: 18th April 2017
TIMETABLE FOR DECISION	None required.
LINKS TO OTHER KEY REPORTS/DECISIONS	Minutes of the Committee
LINKS TO THE NHS CONSTITUTION & OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC	<ul style="list-style-type: none"> • Trust Board Assurance Framework • NHS Audit Framework <p>HSE ,/ MH Act D Equality D BME D Disability Legislation D NHS Constitution: Staff Rights D Patients' Rights D Public's Rights D Principles D Values D</p>
IMPLICATIONS FOR SERVICE DELIVERY & FINANCIAL IMPACT	Timely reporting to the Board of Directors
CONSIDERATION OF LEGAL ISSUES	None required.

Author of Report	Sue Rogers
Designation	Chair – Workforce and OD Committee (Non-Executive Director)
Date of Report	5 th May 2017

1. Purpose

To report in a timely manner, items of particular significance discussed at the Workforce and OD Committee meeting held on 18th April 2017.

2. Significant Issues of Interest to the Board

Board members will receive the minutes of the Workforce and OD Committee meeting held on 18th April 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.

- Disciplinary Investigations Review Audit Report – Committee reviewed the report:
 - concern re relatively high number of cases – 249.
 - the quality of investigation reports could be improved.
 - consider small team of investigators.
 - recommendations to be agreed quickly and swiftly implemented.
 - assessment required to establish if entry required on Risk Register.
- Temporary Staffing Arrangements Audit Report – Committee reviewed the report:
 - Effective Staffing Group being convened to oversee the various groups relating to temporary staffing which will also include the People Plans.
 - consider for BAF under financial section if not already included.
 - confirmed that Agency spend is signed off weekly and any breaches are monitored.
 - PE/DW leading on considerations for a suite of needs for managers, following a discussion at Trust Management Group, as part of the leadership development programme being developed by the Head of Education Training and Development.
- Mandatory Training
 - upward trajectory noted.
 - substantial discussion regarding blanket compliance rates.
 - continual review of content and quality of training.

3. Key Risks Discussed

- as above re the Disciplinary Investigations Review Audit Report.

4. Key Actions Agreed

- Recommendations for each of the Audit Reports will be taken forward.
- Discussions already underway with regards to the disciplinary process.
- Disciplinary Policy and Managers' Guide being reviewed in the next couple of months.
- Continue to monitor the content and quality of training.

5. Contact Details

For further information, please contact:

Sue Rogers, Chair – Workforce and OD Committee (Non-Executive Director)
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Attached:

- (16iiiA) Approved minutes of the Committee dated **31st January 2017**.