



Front sheet: Public Board of Directors
Item number: 15
Date: 26 March 2025

Private/ public paper:	Public
Report Title:	Guardian of Safe Working Report Quarterly Report – 3rd Quarter – October to December 2024
Author(s) Accountable Director:	Dr Raihan Talukdar / Dr Zoe Kwan, Guardian of safe working Dr Helen Crimlisk, Executive medical director
Presented by:	Dr Helen Crimlisk, Executive medical director
Vision and values:	The role of the Guardian of Safe Working includes being a champion for safe working hours to ensure delivery of outstanding care , overseeing safety relating to exception reports ensuring a great place to work and effective use of resources .
Purpose and key actions:	The purpose of the Guardian of Safe Working Report is to provide assurance that Resident Doctors at Sheffield Health and Social Care are working safe hours, and that Exception Reports are reaching a timely and satisfactory resolution. The Report also provides information on reasons for absence and the use of locums to staff the out-of-hours rota.
Executive summary:	<p>The Board of Directors are asked to note the end of tenure for Dr Raihan Talukdar and welcome the new Guardian of Safe Working, Dr Zoe Kwan, who is a consultant psychiatrist in older adults.</p> <p>The duty of the Guardian of Safe Working is to ensure that doctors in training (Resident Doctors) work safe hours. Assurance is provided that between October 2024 to December 2024, Resident Doctors at Sheffield Health and Social Care worked safe hours. Although information is provided on the utilisation of locums for the out of hours rota, the implications of spending on locums are out of the scope of this report.</p> <p>This report provides assurance around the working hours of resident doctors. The Guardian of Safe Working will consider the individual circumstances of all issues raised and that the principles of ensuring equality, diversity and inclusion are adhered to. All resident doctors continue to work hours that are compliant with their contracts and all relevant legislation. The British medical association (BMA) are currently in consultation with the Government regarding a revision of the rules surrounding exception reporting as part of the recently agreed paid deal with resident doctors.</p>

Which strategic objective does the item primarily contribute to:				
Effective Use of Resources	Yes	X	No	
Deliver Outstanding Care	Yes	X	No	
Great Place to Work	Yes	X	No	
Ensuring our services are inclusive	Yes		No	X

What is the contribution to the delivery of standards, legal obligations and/or wider system and partnership working.	
Links to Care Quality Commission Quality and Safety Standards: Safety and Quality of service provision, Staffing, Supporting Workers	
BAF and corporate risk/s:	<p>BAF 0014 There is a risk of failure to undertake effective workforce planning (train, retain and reform) to support recruiting, attracting and retaining staff to meet current and future needs.</p> <p>Risk 5409 A risk to patient safety due medical staffing and recruitment challenges resulting in a sub-optimal level of medical capacity in inpatient and community services</p>
Any background papers/ items previously considered:	This report is received quarterly at the Board of Directors.
Recommendation:	<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none"> • Note for assurance that Resident Doctors at Sheffield Health and Social Care continue to keep safe working hours. • Note for assurance that the Exception Reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.

Meeting **Public Board of Directors**
Report Title **Guardian of Safe Working Report Quarterly Report – 3rd Quarter**

1. Purpose of the Report

The purpose of the Guardian of Safe Working Report is to provide assurance that Resident Doctors at Sheffield Health and Social Care are working safe hours, and that Exception Reports are reaching a timely and satisfactory resolution. The Report also provides information on reasons for absence and the use of locums to staff the out-of-hours rota.

2. Background

This quarterly review covers October, November and December of 2024. There are robust arrangements for current and new staff to be made aware of the process of exception reporting.

A Resident Doctor Forum (previously named Junior Doctor Forum) was held on 14th October 2024. The date for the next meeting is to be confirmed.

The 2016 Terms and Conditions of service (TCS) for doctors in training introduced a new role regarding safe working, the Guardian of Safe Working (GOSW) in all organisations that employ or host NHS training doctors. The role of the Guardian of Safe Working includes being a champion for safe working hours, attending induction to explain the Guardian of Safe Working role to new doctors, overseeing safety relating to exception reports, monitoring compliance, escalating issues for actions when not addressed locally, requiring work schedule reviews to be undertaken where necessary, intervening to mitigate safety risks and where issues are not being resolved satisfactorily. The GOSW also distributes monies received as a result of fines for safety breaches as directed by the residents through the Resident Doctors' Forum and provides assurances to both the Board of Directors and the doctors in training on safe working and compliance with Terms and Conditions. The role also involves providing a quarterly report to the Board and the Local Negotiating Committee, an annual report to the Board of Directors and a responsibility for providing information to external national bodies. There is also a requirement that the Guardian of Safe Working convenes Resident Doctor Forums on a regular basis.

3. High Level Data for Sheffield Health and Social Care

Number of Doctors in Training (Total)	50
Number of Doctors in Training on 2016 TCS (Total)	50
Amount of time available in job plan for Guardian to do role	0.5 PA
Admin Support provided to the Guardian	0.25 WTE
Amount of job-planned time for Educational Supervisors	0.25 PA

4. Exception Reports (with regard to working hours)

	Clinical Fellows	FY1/FY2	CT	HT	TOTAL
October 2024	6	2	5	2	15
November 2024	0	0	0	0	0
December 2024	0	0	0	0	0

Fourteen of the exception reports (with regard to working hours) were resolved with TOIL and one had to be cancelled due to no response from the doctor prior to the end of placement.

5. Work Schedule Reviews

There were no work schedule reviews requested by resident doctors or requiring completion due to an identified pattern of deviation from agreed work schedules.

6. Out of Hours Locum Bookings (Cost)

	Total Cost (Internal)	Total Cost (Agency)	Total Locum Spend
October 2024	£9,487.50	£3,756.24	£13,243.74
November 2024	£13,830.00	£7,255.46	£21,085.46
December 2024	£22,792.50	£4,010.94	£26,803.44

Vacancies on the on-call rotas are offered to residents prior to going out to agency. When a resident volunteers to cover a shift, this is checked against the rota to ensure they will not breach the Working Time Regulations, and any appropriate rest time is allocated accordingly. Residents are encouraged to take the rest time as soon as possible after the shift.

The internal locum rates have been capped since October 2024 and escalated rates have been eliminated and this does not seem to have led to a significant increase in agency usage.

The Medical Education and Staffing Team will be launching a medical bank booking system at the end of March 2025. They are also reviewing internal procedures including the management of long-term sickness, which will lead to a major reduction in vacancies on the Out of Hours Rota, but this is still in progress.

7. Out of Hours Locum Bookings (by Grade)

October 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	14	103.5	7	47.5	7	106	0	0
ST4-8	13	122.5	13	122.5	0	0	0	0
November 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	22	192.5	9	56.5	13	136	0	0
ST4-8	19	197.5	18	185	1	12.5	0	0
December 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	28	267	19	173.5	9	93.5	0	0
ST4-8	22	235	22	235	0	0	0	0

Out of Hours Locum Bookings (by Reason)

October 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
Induction	1	4.5	1	4.5	0	0	0	0
LTFT	9	88.5	6	51	3	37.5	0	0
Parental	3	29.5	3	29.5	0	0	0	0
Sickness	10	85	4	26	6	59	0	0
Resident Acting Up	2	25	2	25	0	0	0	0
Resident off OOH	4	34	4	34	0	0	0	0
November 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
Induction	1	4.5	1	4.5	0	0	0	0
LTFT	4	18	3	13.5	1	4.5	0	0
Parental	4	50	4	50	0	0	0	0
Sickness	15	147.5	9	80.5	6	67	0	0
Resident Acting Up	1	4.5	1	4.5	0	0	0	0
Resident CCT	2	17	2	17	0	0	0	0
Resident off OOH	7	71.5	7	71.5	0	0	0	0
December 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
Induction	12	86	7	55.5	5	30.5	0	0
LTFT	13	146.5	9	96.5	4	50	0	0
Parental	4	34	4	34	0	0	0	0
Sickness	10	101	7	63.5	3	37.5	0	0
Resident Acting Up	3	29.5	3	29.5	0	0	0	0

Resident CCT	4	50	4	50	0	0	0	0
Resident off OOH	18	209	7	79.5	11	129.5	0	0

8. Fines

No fines have yet been levied during this quarter at Sheffield Health and Social Care.

9. Qualitative Information

The Trust started using the Allocate Exception Reporting software in August 2017. All residents are given training in Exception Reporting and are introduced to the system at Induction with further guidance provided within the resident committees.

In the quarter of October 2024 to December 2024, there were 15 exception reports completed relating to hours of working, 3 in relation to missed educational opportunities and 1 relating to lack of service support. A large percentage of the exception reports submitted were due to a staffing shortage on Burbage Ward which has been resolved by employing an agency SAS Doctor.

Resident Doctor Forums continue to be well attended and engaged with. The meeting is hybrid and considered as protected time for residents. Clinical supervisors support their attendance. Actions as a result of discussions at the Resident Forums, completed actions include development of a resource platform (Toolbox), improvements in digital equipment provided to improve wellbeing and the ability for Clinical Fellows to Exception Report to further identify areas where doctors were staying over contracted hours.

Attendance at the Regional Guardian of Safe Working Meetings ensures that SHSC aligns with best practice and is appraised with updates such as guidance from the BMA.

The Guardian of Safe Working participates in the Medical Workforce Planning Group, advocating for the views of Resident Doctors. Going forward, they will also be a standing member of the new Medical Engagement, Experience, and Equality Group.

10. Summary

In the period October to December 2024, the Exception Reporting procedures continue to be understood by resident doctors. The exception reporting process supports safe working and enable the appropriate compensation of additional hours worked.

11. Recommendation

The Board of Directors is asked to:

- **Note for assurance** that resident doctors at Sheffield Health and Social Care continue to keep safe working hours.
- **Note for assurance** that the Exception Reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.