

WOD CHAIRMAN'S SUMMARY REPORT	
<b>Meeting Date:</b>	30 Jul 2018
<b>Title:</b>	Workforce & Organisational Development (WOD) Committee – Chairman's Summary Report from 22 Jun 2018
<b>Executive Summary:</b>	<p>This report provided a chairman's summary of WOD and the key areas of discussion covered are as follows:</p> <ul style="list-style-type: none"> <li>• The focus for future meeting agendas</li> <li>• Mandatory training compliance</li> <li>• Certificate of Sponsorship</li> <li>• AfC 2018 Pay Deal update</li> <li>• Equalities agenda</li> <li>• Annual training plan</li> <li>• Workforce plan projections</li> <li>• Review of BAF Risk</li> </ul>
<b>Action Requested:</b>	Receive and note
<b>For the attention of the Board</b>	
<b>Advise</b>	Advise
<b>Author + Contact Details:</b>	Alan Duffell – Director of Workforce Junior Hemans – Committee Chair
<b>Links to Trust Strategic Objectives</b>	4. Attract, retain and develop our staff, and improve employee engagement 6. Be in the top 25% of all key performance indicators
<b>Resource Implications:</b>	N/A
<b>CQC Domains</b>	<b>Well-led:</b> the leadership, management and governance of the organisation make sure it's providing high-quality care that's based around individual needs, that it encourages learning and innovation, and that it promotes an open and fair culture.
<b>Equality and Diversity Impact</b>	
<b>Risks: BAF/ TRR</b>	SR1
<b>Risk: Appetite</b>	No change
<b>Public or Private:</b>	Public
<b>Other formal bodies involved:</b>	Board Committee
<b>References</b>	N/A

<b>NHS Constitution:</b>	In determining this matter, the Board should have regard to the Core principles contained in the Constitution of: <ul data-bbox="451 281 1036 449" style="list-style-type: none"><li>• Equality of treatment and access to services</li><li>• High standards of excellence and professionalism</li><li>• Service user preferences</li><li>• Cross community working</li><li>• Best Value</li><li>• Accountability through local influence and scrutiny</li></ul>
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**Workforce & OD Committee – 22 Jun 2018**  
**Summary Report**

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Assurance level	Color to use in 'Assurance level*' column below
Not assured	Red - there are significant gaps in assurance and we are not assured as to the adequacy of current action plans If red, commentary is needed in "Next Actions" to indicate what further steps are required to address the gap
Partially assured	Amber - there are gaps in assurance but we are assured appropriate action plans are in place to address these
Assured	Green – there are no gaps in assurance

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
Future focus of the WOD Committee	Green	<p>Given that the committee had now been in place for 9 months, it was agreed to prioritise the future agenda to allow more time on specific topics. As such, the focus/time allocation would be as follows:</p> <ul style="list-style-type: none"> <li>• 1/6<sup>th</sup> on updates/key performance issues</li> <li>• 1/6<sup>th</sup> on any formal requirements</li> <li>• 3/6<sup>th</sup> on key strategic workforce issues</li> <li>• 1/6<sup>th</sup> on key risks</li> </ul> <p>Strategic areas could include workforce resourcing, apprenticeships, H&amp;WB, equalities, etc.</p>	Review/amend the annual work plan and review the committee ToRs	Aug 2018
2018 AfC Pay Deal	Amber	The committee was given a further update on the implications of delivering the new pay deal, which has a number of significant challenges.	A task and finish group has been established to progress this which will require a significant focus on ESR and Appraisal process.	Mar 2019
Mandatory training compliance	Red	The committee noted that progress was being made with a number of	It was decided that a task and finish group would be established,	Sep 2018

Key issue	Assurance level*	Committee update	Next action(s)	Timescale
		actions, however, this continues to be a priority area of focus at a divisional level.	led by the Director of Workforce, to give greater oversight and focus in this area	
Certificate of Sponsorship	Green	It was reported that from early July 2018, the visa cap for healthcare professionals (primarily doctors and nurses) This will have a significant impact on our ability to bring Clinical Fellows into the Trust.		
Equalities	Green	The committee reviewed and supported the revised high level equality aims and objectives, with respect to the workforce, as well as the WRES progress.	A progress report would be reviewed in 6 months.	Dec 2018.
Training Plan	Green	The annual plan for the delivery of training in 18/19 was presented to the committee which was supported	Progress against the plan to be reviewed at the six month point.	Oct 2018
Workforce Plan	Green	The current baseline workforce projections were outlined and future iterations will need to outline the how the workforce resourcing challenge will be addressed.		
Review of BAF Risk	Green	The most recent version of the workforce risk was reviewed and the requested changes had been incorporated within the actions. It was noted that a full review was undertaken with completed actions from 17/18 being removed.		