

## Workforce Assurance Committee Key Issues Report

<b>Report Date:</b> 20-04-20		<b>Report of:</b> Workforce Assurance Committee
<b>Date of last meeting:</b> 16-03-20		<b>Membership Numbers:</b> 9 Quoracy met = Yes
1	<b>Agenda</b>	<p>The Committee was conducted virtually and considered an agenda which included the following:</p> <ul style="list-style-type: none"> <li>• COVID 19</li> <li>• People Strategy</li> <li>• Overseas Nurses</li> <li>• Mandatory Training</li> <li>• LNC Update</li> <li>• Recruitment Audit Document</li> <li>• BAF</li> </ul>
2a	<b>Alert</b>	<p>The Committee wish to alert members of the Board that:</p> <ol style="list-style-type: none"> <li>1) COVID 19 continues to be an unprecedented challenge for the organization in terms of workforce.</li> </ol> <ul style="list-style-type: none"> <li>- <b>Overseas Nurses</b> - We continue to have 63 HEE nurses in India under lockdown and accommodation issues remain a challenge.</li> <li>- <b>Mandatory Training</b> – Safeguarding statutory training was highlighted as an issue and a recovery plan is being brought back to the Committee in June.</li> <li>- <b>BAF</b> – The BAF was reviewed and further updates will be made for the May Committee.</li> </ul>
2b	<b>Assurance</b>	<p>The Committee wish to assure members of the Board that:</p> <ul style="list-style-type: none"> <li>— The People Strategy was received and approved by the Workforce Committee notwithstanding that workforce requirements may change in light of COVID 19</li> <li>— COVID 19 – All actions continue to ensure appropriate staffing levels in all areas. Workforce matters are fed into the daily Gold meeting.</li> <li>— Constant communication to staff is ongoing and Frequently Asked Questions are constantly refreshed.</li> <li>— The Committee agreed that Statutory and Mandatory Training will remain a focus.</li> <li>— The Committee received assurance that the provision of out of hour's food is being resolved for medical staff.</li> </ul>
2c	<b>Advise</b>	<p>The Committee wish to advise members of the Board that:</p> <ul style="list-style-type: none"> <li>— The Workforce team continue to finalise the response plan following the Recruitment Audit. Progress will continue to be monitored through Recruitment &amp; Retention Committee and also Workforce Committee.</li> <li>— The Committee received an update from the last LNC meeting and were informed that revalidations and appraisals have been suspended to release medical staff to focus on patient care during Covid19. SPA's have also been cancelled and annual leave carry over rules extended.</li> </ul>

2d	<b>Review of Risks</b>												
<p>a) The Committee reviewed the Board Assurance Framework for Assurance on the following risks:</p> <ul style="list-style-type: none"> <li>• BAF 423 - IF we do not have positive staff engagement THEN we cannot support a culture of safety and continuous improvement. <i>Level of assurance provided: <b>Low</b></i></li> <li>• BAF 859 - IF we do not have a recruitment strategy and retention strategy along with demand-based rostering for key clinical staff THEN we cannot ensure the sustainability of services. <i>Level of assurance provided: <b>Low</b></i></li> <li>• Click for BAF risk option <i>Level of assurance provided: Click for option.</i></li> </ul> <p>b) In considering these risks, the Committee can confirm:</p> <p style="text-align: right;"><i>Check box to confirm</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><b>1 The BAF risks are up-to-date</b></td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>2 The direction of travel stated is current and correct</b></td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>3 The current risk rating is correct</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td><b>4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added?</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>						<b>1 The BAF risks are up-to-date</b>	<input checked="" type="checkbox"/>	<b>2 The direction of travel stated is current and correct</b>	<input checked="" type="checkbox"/>	<b>3 The current risk rating is correct</b>	<input type="checkbox"/>	<b>4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added?</b>	<input type="checkbox"/>
<b>1 The BAF risks are up-to-date</b>	<input checked="" type="checkbox"/>												
<b>2 The direction of travel stated is current and correct</b>	<input checked="" type="checkbox"/>												
<b>3 The current risk rating is correct</b>	<input type="checkbox"/>												
<b>4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added?</b>	<input type="checkbox"/>												
<b>If there are changes to content or new risks identified the Committee recommends to the Board</b>													
<p>Click for BAF risk option</p> <p><b>Recommendation:</b></p>													
3	<b>Actions to be considered by the Board</b>	— Report to be noted											
4	<b>Report compiled by</b>	<i>Teresa Boughey Chair of Committee</i>	<b>Minutes available from</b>	<i>Alison Kerr-Gold Committee Support</i>									